

Bihar Samvad Samiti
(Information & Public Relations Department Govt. of Bihar)
Second Floor, Soochana Bhawan, Baily Road, Patna

SHORT TERM NOTICE

EXPRESSION OF INTEREST (EOI) FOR
CONCURRENT AUDITOR

Bihar Samvad Samiti (I&PRD), a registered society under the provision of society registration act 1860, invites Expression of Interest (EOI) from interested C.A. firms to carry out concurrent audit of Bihar Samvad Samiti for the year 2024-25, 2025-26 & 2026-27.

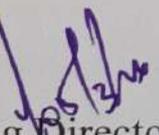
The tentative dates are as follows:-

Sl. No.	Events	Date
1	Pre-Bid meeting	16.03.2026 11.00 A.M.
2	Date of start of downloading bid documents	10.03.2026
3	Last date of sub-mission of bid	02.04.2026 2.00 P.M.

Interested firms having adequate experience in the relevant field are required to submit their sealed bid to the undersigned with of EMD Rs. 10000/- by Demand Draft in favour of Bihar Samvad Samiti.

The Bid document can be downloaded from the website state.bihar.gov.in/prdbihar.

The undersigned reserves the right to accept/reject any bid without assigning any reason.


Managing Director,
Bihar Samvad Samiti.

Bihar Samvad Samiti
(Information & Public Relations Department Govt. of Bihar)
Second Floor, Soochana Bhawan, Baily Road, Patna

Request for expression of interest for concurrent auditor

(A) Brief Profile

The state government has established Bihar Samvad Samiti, a registered society under the provision of Society Registration Act 1860, to know, understand the mood, perception, feedback of citizens on various issues, to receive their reaction and response, development of creatives for giving wide publicity to policy/programs/achievements of government to educate and sensitize people by establishing effective communication and for the development of "Brand Bihar", for the documentation of the development and achievements, to advertise, to facilitate the advertising material and place the Government views on suitable platforms as per requirement. EoI is invited from interested CA firms to carry out concurrent audit of Bihar Samvad Samiti for the year 2024-25, 2025-26 and 2026-27. Scope of Work, Eligibility criteria and submission & evaluation details are as follows-

(B) Scope of Works:-

1. Firm would carry out concurrent audit through an Auditor as per the provisions of Bihar Samvad Samiti's Financial and Procurement Manuals, Since the preparation of Samiti's Financial and Procurement Manuals is in process and it is likely to take some time to be finalized, till then the audit would be done in accordance with provision of Bihar Financial Rules.
2. Audit would cover entire Samiti's operation.
3. The concurrent audit will be done by the Chartered Accountant firm through its authorized representative deputed by the selected firm.
4. Authorized representative so deputed by the CA firm will be semi qualified having minimum educational qualification of Inter CA with one year experience.
5. The authorized representative will have to be available at Samiti office during office hour on all working days.
6. CA firm while submitting monthly bill will also submit certified attendance of the representative.
7. Representative of CA firm deputed at office of the samiti, will not be replaced without prior consent of the Samiti.
8. The Auditor should have the knowledge of Bihar Financial Rules, Corporate Law.
9. The term of the contract may be extended, in case the services of the firm are found to be satisfactory.
10. In case, the services of the representative of CA firm is found unsatisfactory by the management of Bihar Samvad Samiti, the CA firm shall replace him/her within seven days of receiving such request from Bihar Samvad Samiti.
11. At the end of each month, selected CA firm will submit a monthly report incorporating its observation/irregularities found and corrected.

(C) Eligibility Criteria:-

1. The CA should be empanelled with CAG (copy of empanelment should be attached)
2. Firm should be registered with ICAI with minimum 5 year of existence (Copy of registration should be attached)
3. Firm should have income tax, pan number and GST registration number. (Copy of registration should be attached)

4. The CA firm should have minimum 3 years of experience of auditing Government Departments/Government Board/Government Corporation/Government Society. (Copy of registration should be attached)

5. The Firm should have never been indicated by the court of law or any other regulatory authority or any states/Central Government and must not have been black listed earlier (A declaration should be attached)

(D) General:-

1. The selected firm will not sublet the assignment to any other CA firm/s or individual chartered accountant. If such practice is found the society will be at liberty to remove the assigned or individual and blacklist the firm.

2. The selected firm is expected to abide by the conditions mentioned in the EOI or else Samiti will have right to cancel the agreement and the firm will be liable for blacklisting also.

3. The technical committee of the society will scrutinized the applications and firm will be selected on the basis of fulfillment of the minimum eligibility criteria.

4. The samiti will have the right to cancel any application and/or postpone the process of selection at any stage without assigning any reason there of.

5. The application must contain a bank draft of Rs. 10,000/- (Ten Thousand) as EMD. EMD of unsuccessful bidder will be returned after the entire bidding process.

6. The successful bidder has to submit 5% performance security in the form of Bank Gaurantee.

7. The technical bid, containing all the supporting documents for the eligibility criteria, should be enclosed in a separate sealed envelope sub scribing "**Technical Bid for Concurrent Audit**" consisting-

i. Self attested copy of certificate of empanelment with CAG.

ii. Self attested copy of certificate of registration with ICAI with minimum 5 years of experience.

iii. Self attested copy of income tax, PAN and GST registration number.

iv. Self attested copy of certificate or documentary proof of minimum 3 years of experience of auditing of Government Department/Government Corporation/Government Society.

v. A declaration of not having been convicted by the court of law or any other regulatory authority or any state/central government and not having been blacklisted earlier.

vi. Duly filled application form in prescribed format alongwith a bank draft of Rs. 10,000/- (Ten Thousand) as EMD in favour of Bihar Samvad Samiti payable at Patna.

8. The financial bid, containing a single consolidated quote of monthly fees inclusive of all taxes and expenses should be enclosed in a separate sealed envelope sub scribing "**Financial Bid For Concurrent Audit**".

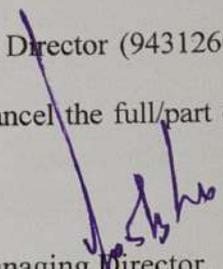
9. Both envelope should be kept in big envelope sub scribing "**Application for empanelment for Concurrent Audit**" and to be sent through courier/speed post or by hand to the following address latest by 02.04.2026 till 2.00 P.M.

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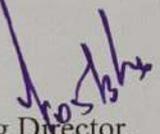
Managing Director, Bihar Samvnd Samiti
-cum
Director, Information and Public Relations Department
Soochana Bhavan
Bailey Road, Patna-800015

Applications received after the stipulated date and time, shall not be considered in any case. The bid will be opened same day at 3:00 pm in Director, I&PRD official chamber. Bidder or his representative may remain present at the time of opening of bid document.

10. The short listing of applications in view of the prescribed parameters & eligibility criteria shall be done by the technical committee. Thereafter the financial bid of shortlisted firms would be opened.
11. After completion of all the processes, the CA firm finally selected in the manner as specified above, will get assignment letter after approval of Managing Director, Bihar Samvad Samiti along with terms & conditions.
12. For any further query and information, Shri Ravi Bhushan Sahay, Joint Director (9431260567) may be contacted.
13. Managing Director, Bihar Samvad Samiti reserves the right to modify/cancel the full/part of the contents of the advertisement without assigning any reason thereof, Managing.


Managing Director,
Bihar Samvad Samiti.

Memo : BSS-01-01/218 575.....IPRD, Bihar, Patna Dated 09/03/26.....
Copy to Deputy Director, Advertisement I&PRD for publication in major Newspapers &
IT Manager for uploading on Departments website.


Managing Director,
Bihar Samvad Samiti

Application Format

to be filled up by the Applicant (CA Firm) and to be submitted inside Technical Bid Envelope)

2	Name of the CA Firm			
3	Registration Number of Enrolment with ICAI			
4	Empanelment with CAG, Number/Year			
5	Proprietary Firm/Partnership Firm			
6	Number of Partners (if applicable)			
7	Number of staff with qualified staff: CA, Inter CA/CWA, B. Com with three years Audit Experience			
8	Number of Years of Experience in Auditing as internal Auditor/Statutory Auditor.			
9	Number of Years of Experience in Auditing as internal Auditor/Statutory Auditor in Govt. Department/Board/Corporation Society			
10	PAN number			
11	GST registration number			
11	Whether Indicted/Blacklisted by any Organization	Yes	No.	If yes, mention the reason and clarification

Note: (1) The requisite testimonials as and where applicable shall be annexed in support of the particulars.

Please specify Testimonials annexed with the Application :- (Put \checkmark mark on right option)

1. Self attested copy of certificate of empanelment with CAG.

Yes	No
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2. Self attested copy of certificate of registration with ICAI with minimum five year of existence.

Yes	No
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3. Self attested copy of Income Tax PAN no and GST Registration number

Yes	No
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4. Self attested copy of certificate or documentary proof of minimum three years of experience of auditing Government Departments/ Government Corporation/ Government Society.

Yes	No
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5. Declaration of not having been indicted by the court of Law or any other regulatory authority or any state /central government and not having been blacklisted Earlier

Yes	No
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6. Duly filled application form in prescribed format along with a bank draft of Rs ten thousand (Rs 10,000/-) as EMD in favor of BIHAR SAMVAD SAMITI payable at Patna.

Yes	No
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Declaration

All information and details furnished by us are true to the best of our knowledge and belief. If at any time, it is found that the particular information given by us is not true, our candidature is liable to be rejected and suitable action can be taken by MD, Bihar Samvad Samiti at any point of time.

Signature of Applicant