

BIHAR VIRASAT VIKAS SAMITI
(Art & Culture Department, Govt. of Bihar)
North of Patna Museum, Buddh Marg, Patna-800001

NIQ No-.....105.....

Date-15/06/2026

Notice inviting quotation for selection of Chartered Accountant firm to conduct Statutory Audit for FY 2025-26 and Filing of E-TDS returns, GST returns & other accounting work for Tax Year 2026-27 for Bihar Virasat Vikas Samiti

1. Bihar Virasat Vikas Samiti is an entity established by the Government of Bihar, under Societies Registration Act, 1860 to objective of Archaeological Research, conservation, promotion, upgradation, beautification, archaeological/historical heritage of Bihar, attraction for domestic and foreign tourists and to create awareness about heritage among the public by developing the heritage as a resource.
2. Bihar Virasat Vikas Samiti would like to engage services of Chartered Accountant (CA) Firms for conducting Statutory Audit for Financial Year 2025-26 and Filing of E-TDS returns, GST returns & other tax return/accounting work for Tax Year 2026-27 of Bihar Virasat Vikas Samiti.
3. Sealed quotations are invited from competent and responsive CA firms who are based in Patna and are empanelled with Comptroller & Auditor General of India (C&AG) for Financial Year 2025-26.
4. Interested and qualified CA Firms are requested to submit their seal quotations along with requisite documents through Registered post/Speed Post/Courier/Hand to Hand latest by 5:00 pm on 30/06/2026. The posts are to be addressed to "The Executive Director, Bihar Virasat Vikas Samiti, North of Patna Museum, Buddh Marg, Patna, Bihar, 800001.
5. Bihar Virasat Vikas Samiti will not be responsible for any delay or transit loss or late delivery of quotations to the office of the Executive Director. Quotations sent through email or submitted in unsealed cover(s) or late bids will not be accepted and such quotations shall be treated as non-responsive.
6. The quotation that complies with all requirements including eligibility criteria and offers lowest price shall be selected. Any offer that does not meet the requirement shall be rejected.
7. Bihar Virasat Vikas Samiti reserves the right to accept or reject any or all quotations or change the terms and conditions of NIQ till date of submission of quotations or cancels the NIQ without assigning any reasons at any stage and time.
8. **Eligibility:** The details and conditions for eligibility are as follows:

Sl. No.	Eligibility Criteria	Document to be submitted
i.	The CA firm should registered as Partnership/Limited Liability Partnership/ Proprietorship with the Institute of Chartered Accountant of India.	Proof of Registration with the ICIA with should be submitted along with the equation.
ii.	The CA Firm must be empanelled with Comptroller & Auditor General of India (C&AG) for conduction audit for FY 2025-26	Proof of empanelment with C&AG for conducting audit for FY 2025-26 should be submitted along with the quotation.
iii.	The CA firm should be registered with relevant statutory authorities for PAN.	Copy of PAN card
iv.	The CA firm should be registered with relevant statutory authorities for GST.	Copy of GST Certificate

8

v.	The CA firm should not be blacklisted/banned/convicted by any court of law for any criminal or civil offences/declared ineligible by any entity of any State Government or Govt. of India or Public sector undertaking in India for participation in any NIT/NIQ for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason, as on the date of submission of the quotation.	A declaration letter should be submitted in support.
vi.	The CA firm should have 3 years' experience in internal/statutory audit, E-TDS returns, GST returns & other tax return related work in any government/semi government/PSU organizations.	Supporting documents such as work order/completion/experience certificate etc. should be provided for each experience.
vii.	The CA Firm should provide its ITR for last three declared financial year i.e. FY 2022-23, FY 2023-24 & FY 2024-25.	Copy of ITR

9. Quotation-Submission

- a. The applicant CA/firm shall submit sealed quotation in an envelope marked - "Quotation for selection of Chartered Accountant firm to conduct Statutory Audit for FY 2025-26 and Filing of E-TDS returns, GST returns & other tax return/accounting work for Tax Year 2026-27 for Bihar Virasat Vikas Samiti".
- b. The envelope shall clearly indicate the name, address & contact details of the bidder.
- c. The applicant CA/firm should read and examine all the terms and conditions, instructions, format etc. contained in this NIQ.
- d. All pages of all documents submitted with the quotation should be signed and stamped. The quotation shall be duly signed by the authorized person and shall not contain any erasure or overwriting.
- e. Prices are to be quoted in prescribed format only (Refer Annexure – I). Prices quoted in response to this NIQ shall be firm and inclusive of all taxes and duties including GST.
- f. The quotation of only those CA firms shall be considered who fulfil eligibility criteria mentioned above under para 8 and the CA firm with the lowest quoted fee shall be selected to provide required services. In case two or more CA firms quote same amount in their financial quote, L1 firm shall be decided on the basis of:
 - i. Higher number of similar work (internal audit/statutory audit/return) done in last 3 years in government/semi-government/PSU organizations submitted against criteria mentioned under para 8(vi) of the NIQ.
- g. In case L1 CA firm fails to provide services within specified timelines or declines to provide requisite services, then Bihar Virasat Vikas Samiti shall be at liberty to procure the services from L2, L3..... responsive bidders at L1 rate.
- h. The work order will be issued to the selected L1 CA firm by Bihar Virasat Vikas Samiti.
- i. Bihar Virasat Vikas Samiti reserves the right to accept or reject any quotation(s) without assigning any reason to cancel or to cancel the selection process at any time prior to award of contract, without incurring any liability, whatsoever to the affected applicant firm(s).



10. Scope of Work

A. Statutory Audit for FY 2025-26.

- a. The audit shall be carried out in accordance with audit and Assurance Standards issued by Institute of Chartered Accountants of India in this regard
- b. Scope of work shall include the following but will not have limited to:
 - i. Verification of book of accounts
 - ii. Audit of Advances
 - iii. Financial statements and book of accounts to comply with all the applicable laws and regulations
 - iv. Any other evaluation as desired by Bihar Virasat Vikas Samiti
 - v. The selected CA firm shall complete the statutory audit assignment withing one month from issue of work order. Final report as to be submitted in hard copy.
 - vi. All Audit work shall be conducted from Bihar Virasat Vikas Samiti Office Budh Marg, Patna in coordination with Executive Director of Bihar Virasat Vikas Samiti.

B. E-TDS & GST Return for tax year 2026-27.

- i. Filing of E-TDS return for Bihar Virasat Vikas Samiti on or before due date.
- ii. Generating Form 16 (Part-A and Part-B) for employees of Bihar Virasat Vikas Samiti.
- iii. Filing of Form 16A for other than salary case.
- iv. GST return on or before due date.
- v. Filing of GST return on or before due date.
- vi. Revisions, if any, in returns that have been filed.
- vii. The TDS filing, GST Return & all other works should be done in accordance with prevailing rules and laws as notified by relevant authorities from time to time.
- viii. The selected professional/firm shall complete the work within the timelines for completion of such work as notified by relevant regulatory authorities.
- ix. All work shall be conducted from Bihar Virasat Vikas Samiti Office Budh Marg, Patna in coordination with Executive Director of Bihar Virasat Vikas Samiti

11. Payment terms:

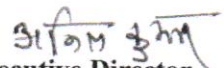
- a. The quotation submitted by the applicant agency shall remain firm for the entire duration of the assignment.
- b. Payments shall be made after completion of work & receipt of invoice, subject to timely submission of the invoices.
- c. Payments shall be subject to TDS as per Income Tax rules and other statutory deductions as per applicable laws.

12. Penalty Clause for non-completion of works mentioned above in scope of work within timelines for completion of such work as notified by relevant regulatory authorities shall be as follows:

- a. Penalty shall be imposed @1% of the fees for each week of delay.

13. Resolution of Disputes:

- a. Any dispute or differences or claim arising out of or in relation to this NIQ shall be settled by reaching mutual agreement between parties.
- b. If any further dispute arises between the parties thereupon, the same will be settled as per the existing law of the land under the jurisdiction of Courts at Patna only.


Executive Director
Bihar Virasat Vikas Samiti.



Annexure-I

Format for Submission of Financial Quotation (To be submitted on the letterhead of the CA Firm)

Name of the CA Firm:

Address:

PAN No.:

GST No.:

Contact No.:

Email Id:

Dear Sir,

With reference to your NIQ Ref. No.: dated, We hereby submit Financial Quotation for Selection of Chartered Accountant firm to conduct Statutory Audit for Financial Year 2025-26 and Filing of E-TDS returns, GST returns & other tax return/accounting work for Tax Year 2026-27 of Bihar Virasat Vikas Samiti. We have examined the NIQ documents and offer to provide above services in accordance with this NIQ. Our fee is inclusive of human resource, TA/DA, hardware/software, operation and all other aspects required for delivery of services as per terms of the NIQ, inclusive all taxes and duties including GST.

Our Financial quotation is given below:

Fee	Cost (in Rs)	
	Amount In Rs (In Numbers)	Amount in Rs (In Words)
Fee for Statutory Audit of Bihar Virasat Vikas Samiti for FY 2025-26		
Annual Fee for E-TDS, GST Return & other work which is mentioned under para 10(B) of the NIQ		
Total		

Our financial quotation shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal.

We hereby confirm that we are submitting this quotation under and in accordance with terms and condition of this NIQ.

Name of the CA/Firm:

(Signature of Authorise Signatory)

Name and Designation of Authorised Signatory

Seal of the firm

Date: