



Comprehensive Region Urban Transport

Request for Proposal

for

**Engagement of Statutory Auditors for Comprehensive Region
Urban Transport for a period of 5 years from the Financial Year
2026-27**

Tender Inviting Authority

Comprehensive Region Urban Transport

Plot No. 548/1452, Patia, Kalarahanga, Bhubaneswar,
Pin – 751031, Khordha, Odisha.

E-mail Id: crutbbsr@gmail.com

Website: <https://www.comprehensiveregiontransport.in/>

1. Disclaimer

The information contained in this Request for Proposal document (the “tender”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the General Manager(P&A), Comprehensive Region Urban Transport, Odisha hereinafter called “Authority” or any of its employees is provided to Bidder(s) on the terms and conditions set out in this tender and such other terms and conditions subject to which such information is provided.

This tender 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 tender is to provide interested parties with information that may be useful to them in making their technical and financial offers pursuant to this tender (the “Bid”). This tender includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This tender may not be appropriate for all persons, and it is not possible for Authority, or its employees to consider the technical capabilities, investment objectives, financial situation and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements, and information contained in this tender, 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 tender and obtain independent advice from appropriate sources.

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

Authority or its employees make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this Bid Stage.

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 tender.

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 tender.

The issue of this tender does not imply that Authority is bound to select a Bidder or to appoint the selected Bidder and Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

Authority reserves all the rights to cancel, terminate, change, or modify this procurement process and/or requirements of bidding stated in the tender, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

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 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 Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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2. Bid Datasheet

Sr. No.	Key Information	Details
1.	Tender Reference Number	RFP No.: 2067/CRUT Date: 31/07/2026
2.	Tender document available and date	Soft copy can be downloaded from the following website: https://tendersodisha.gov.in and https://comprehensiveregiontransport.in/ on Date: 01/08/2026
3.	Name of the Assignment	Request for Proposal for Engagement of Statutory Auditors for Comprehensive Region Urban Transport for a period of 5 years from the Financial Year 2026-27
4.	Last date for submission of Queries for clarifications	Date: 10/08/2026 Time: Till 3:00 PM Queries to be submitted @ Email: crut.state@odisha.gov.in , crutbbsr@gmail.com
5.	Pre-bid meeting	Date: 11/08/2026 Time: 11:30 AM Location: Conference Hall, Comprehensive Region Urban Transport, Patia Station Road, Kalarahanga, Bhubaneswar, Odisha 751031
6.	Response to Pre-Bid Queries by uploading in website	Date: 12/08/2026 website: https://tendersodisha.gov.in
7.	Address and mode of Submission of Proposals	Mode of Submission is online through e-procurement Odisha website https://tendersodisha.gov.in And hardcopy through Registered Post, Speed post or Courier. Address: Comprehensive Region Urban Transport, Patia Station Road, Kalarahanga, Bhubaneswar, Odisha 751031
8.	Last date and time for submission of Proposals in online (Proposal Due Date)	Date: 21/08/2026 Time: Till 5:00 PM Through e-procurement Odisha website https://tendersodisha.gov.in
9.	Last date and time for submission of Original Demand Draft towards Cost of the Tender Document & E.M.D.	Date: 24/08/2026 Time: Till 5:00 PM Address: Comprehensive Region Urban Transport, Patia Station Road, Kalarahanga, Bhubaneswar, Odisha 751031

Sr. No.	Key Information	Details
10.	Place, Date, and time of opening of Technical Proposals	Date: 25/08/2026 Time: 11:30 AM Online through website: https://tendersodisha.gov.in
11.	Place, Date and Time for opening of financial Proposals	Online through website: https://tendersodisha.gov.in Date & Time will be communicated later to the technically qualified bidders at Email ID provided by bidders.
12.	Cost of the Tender Document	Rs. 7,080/- (Rupees Eleven Thousand Eight Hundred Only) inclusive of 18% GST. As Demand Draft from any of the Government-empanelled banks, as per Finance Department, Odisha in force, drawn in favour of “Comprehensive Region Urban Transport, Bhubaneswar” , payable at Bhubaneswar,
13.	Cost of E.M.D.	Rs. 20,000/- (Rupees Twenty Thousand Only) As Demand Draft from any of the Government-empanelled banks, as per Finance Department, Odisha in force , drawn in favour of “Comprehensive Region Urban Transport, Bhubaneswar” , payable at Bhubaneswar.
14.	Bid Validity Period	180 days from the Opening of the Financial Bid
15.	Method of Selection	Least Cost Base (L1) Selection
16.	Point of Contact	The General Manager (P&A), Comprehensive Region Urban Transport, Patia Station Road, Kalarahanga, Bhubaneswar, Odisha 751031 Email:), crut.state@odisha.gov.in / crutbbsr@gmail.com
17.	Website address	https://tendersodisha.gov.in

3. Letter of Invitation

Comprehensive Region Urban Transport (CRUT) hereby invites bidder for “Request for Proposal for Engagement of Statutory Auditors for Comprehensive Region Urban Transport for a period of 5 years from the Financial Year 2026-27.”.

Bidders will be selected under technical score-based procedure as prescribed in the tender Document in accordance with the procedures prescribed here.

1. Interested bidders having their presence in Odisha and fulfilling eligibility conditions as mentioned in this tender can submit their proposals online on <https://tendersodisha.gov.in> and Physically (Hard Copies in Properly Binded and Indexed with Page Number) addressed to **“The General Manager (P&A), Comprehensive Region Urban Transport, Patia Station Road, Kalarahanga, Bhubaneswar, Odisha 751031”** through Registered Post /Courier/speed post.
2. The hardcopy proposal submitted in two parts/ envelope as follows:
 - Part 1: Qualifying Proposal- Envelope A (Tender Fee, EMD Fee, Support Documents for qualification & bid proposal of the bidder)
 - Part 2: Financial Proposal- Envelope B (Financial Proposal)
3. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the tender.
4. Bidders are required to submit quotes as per the Annexure-VIII.
5. The authority may take further action as deemed necessary to ensure the completion of the work at the most favourable terms.
6. In the event, any of the instructions mentioned herein have not been adhered to, CRUT may reject the Proposal.
7. The proposal, complete in all respect as specified in the tender Document, must be accompanied with a Non-refundable Bid Tender Fee and a Refundable EMD of paid as prescribed in the tender failing which the bid will be rejected.
8. The last date and time for submission of proposal, complete in all respect, is as per the Bid Datasheet and the date of opening of the qualifying proposal is as mentioned in the Bid Datasheet, which will be done in the presence of the bidder's representative at the specified address as mentioned in the Bid Datasheet.
9. Authority reserves the right to accept/reject any/all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

Sd/-

**General Manager (P&A)
Comprehensive Region Urban Transport**

5. About Comprehensive Region Urban Transport (CRUT)

Comprehensive Region Urban Transport (CRUT) is a public city bus transport provider responsible for managing and operating urban bus services in Bhubaneswar and its surrounding areas. The organization was formerly known as Bhubaneswar Puri Transport Services (BPTS), which commenced its operations on 10th October 2010. However, through a government notification dated 19th January 2018, BPTS was reconstituted as CRUT with a new board structure and an expanded jurisdiction to provide transport services in all major urban pockets of Odisha.

Currently, CRUT operates a fleet of 720 buses, comprising Standard AC buses, Standard Non-AC Buses, Non-AC midi buses, and AC Electric Midi Buses. CRUT is responsible for the planning and operation of city bus services under various Government of India and Government of Odisha initiatives.

This Request for Proposal (RFP) is issued to invite Auditors for Engagement of Statutory Auditors for Comprehensive Region Urban Transport for a period of 5 years from the Financial Year 2026-27.

6. AUDIT FEES

Minimum amount of audit fees shall be as follows:

SL	Engagement / Staff Category	Engagement Subtotal (₹)
1	Statutory Audit fee	70,000.00
2	Tax Audit fee	30,000.00
3	GST Annual Return & Reconciliation fee	20,000.00
Professional fee subtotal		1,20,000.00

(Total Audit Fees Rupees One Lakhs Twenty Thousand only) per annum. The Fee is exclusive of applicable GST which shall be paid extra. Any tender submitted below the minimum amount shall be rejected temporarily.

In case of more than one CA firm quoted the same fee, the firm securing highest mark in technical bid shall be selected.

7. Qualification Criteria

This Request for Proposal (RFP) invites bids from qualified firms for the engagement of Statutory Auditors for Comprehensive Region Urban Transport. Bids that fail to meet the specified qualification criteria or do not include the required supporting documents will be rejected at the preliminary evaluation stage.

As of the bid submission date, the bidder must independently satisfy all the qualification criteria outlined below:

Sl. No.	Basic Requirement	Specific Requirement	Documents required
PQ1	Tender Document fees	Tender fee of Rs.7,080/- in shape of Demand Draft to be made from any of the Government-empanelled banks, as per Finance Department, Odisha in force, in favour of Comprehensive Region Urban Trasport, Bhubaneswar	Demand Draft
PQ2	EMD	EMD of Rs.20,000/- in shape of Demand Draft to be made from any of the Government-empanelled banks, as per Finance Department, Odisha in force, in favour of Comprehensive Region Urban Trasport, Bhubaneswar	Demand Draft
PQ3	Legal Entity	Firm should be a partnership Firm / Limited Liability Partnership Firm (LLP) . The Firm / Auditor should meet the provisions of the Companies Act, 2013, Companies (Audit & Auditors) Rules 2014, GST Act & Rules and any other applicable provisions which may be applicable to become the Auditor of the Company.	Copy of Certificate of Incorporation/ Firm Registration Certificate issued by ICAI and Partnership deed signed by Authorized Signatory of the Bidder. Copy of Certificate of practice of all the partners / members of firm to be submitted. Memorandum & Articles of Association in case of a LLP.
PQ4	Legal Entity	The bidder should submit the copy of PAN Card, GST Registration Certificate and C&AG empanelment Certificate for the last 3 financial year.	Bidder to submit Copy of PAN/ TAN and copy of GST Registration Certificate. C & AG empanelment Certificate for the last 3 financial years (2025-26,2024-25,2023-24)
PQ5	Annual Turnover	The bidder should have average annual Turn Over of at least Rs. 50 Lakhs during last	Audited balance Sheet and Profit & Loss account statement of the bidder

Sl. No.	Basic Requirement	Specific Requirement	Documents required
		three years ending 31 st March-2025	for the FY 2022-23 & 2023-24 & for the FY 2024-25. Average Turnover Certificate duly signed by Statutory Auditor/CA of the Bidder in the given format.
PQ6	Local Office	The bidder should have its Head office in Odisha and branch office in Bhubaneswar.	Supporting documents to be given in this regard.
PQ7	Blacklisting	The Bidder should not be debarred/blacklisted by any State Government/ Central Government/PSU Organization in India for Unsatisfactory performance, corrupt or fraudulent practices or any other unethical conduct either indefinitely or for a period as on date of submission bid.	A self-certified letter signed by the Authorized Signatory of the Bidder
PQ8	Non-performance Declaration	A Bidder should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated any public entity for breach by such Bidder.	A self-certified letter signed by the Authorized Signatory of the Bidder in the stipulated format under Annexure in letterhead.

Sl. No.	Basic Requirement	Specific Requirement	Documents required
TQ1	Relevant Experience	The bidder should have 5 years of experience in conducting Statutory audit & Tax Audit and at least 3 years' experience in GST Annual Return and Reconciliation during last 5(Five) years ending 31.03.2025 in Govt. / Central / State PSUs preferably having experience in transport sector. Copy of Work Order and work Completion Certificate in support of experience from the client to be submitted.	Appointment letter /Work Order/ Contract Documents / Client Certificate/ LoA/ Agreement The document submitted by the bidder should clearly mention the scope of work and the corresponding value of the work.
TQ2	Relevant Experience	The bidder should have at least 5 full time partners, out of which 4 should be FCA.	Supporting documents to be provided.

Note: Any entity which has been barred or disqualified either by any State Government in India (SG) or any Union Territory Administration in India (UT) or Government of India (GoI), or any of the agencies of SG/UT/GoI from participating in any project (BOT or otherwise) and the bar subsists as on the date of Bid submission, would be disqualified. It is mandatory to submit the specified documents in support of the above Prequalification criteria and the company/firm/agency shall be disqualified should it fail to provide any of the specified documents.

8. Scope of Work

The Statutory Auditors shall be responsible for executing the scope of work detailed in the following. The scope described below is indicative in nature and outlines the key responsibilities expected under this engagement, but it shall not be construed as exhaustive. The Auditors are expected to perform all related tasks and duties necessary to fulfil the objectives of the assignment, even if not explicitly listed.

The scope of the assignment as mentioned below:

- To check the compliance with policies / circulars / procedures / guidelines and report the non-compliance for corrective actions and suggest for procedures wherever required.
- To check the Statutory Compliance and report non-compliance / incorrect compliance for corrective actions.
- To study the internal financial controls and its adequacy and suggest for improvements/ new controls as required.
- Vouching & verification of day-to-day transactions w.r.t. revenue collections, salary payments, party bills payment, office maintenance, deposits, investment maturity claims etc. and suggest for corrective actions, suggesting improvements.

- e. Scrutiny of the ledger accounts.
- f. Checking of Bank Reconciliation and other Reconciliation statements.
- g. Compliance with various Statutory Laws like Income tax, GST and other laws with regard to Payment, submission of Returns, payment of Advance Tax within stipulated framework as per relevant law & guidelines.
- h. Preparation of Financial Statements as per the Accounting Standards & Accounting policies and submit the Statutory Audit Report, Tax Audit Report and filing the Income Tax return.
- i. Preparation & filling of GST Annual return and Reconciliation statement.
- j. Any other Audit work that may be felt by the auditor &/or management necessary to be included in the scope of Statutory audit.
- k. Completion of Statutory Audit by 31st July and submit the Audited Financial Statements within 15 days from the date of completion of the Statutory Audit of the following financial year.
- l. Attend the Board meeting and General meetings of the Company as per the provisions of the Companies Act, 2013.

9. Bid Submission Instructions

9.1 Compliant proposals/Completeness of response

- i. Bidders are advised to study all instructions, forms, terms, requirements, and other information in the tender documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- ii. Failure to comply with the requirements of this paragraph may render the proposal non-compliant and the proposal may be rejected. Bidders must:
 - a) Include all documentation specified in this tender.
 - b) Follow the format of this tender and respond to each element in the order as set out in this tender.
 - c) Comply with all requirements as set out within this tender.

9.2 Deviations and Exclusions

Bids shall be submitted strictly in accordance with the requirements and terms & conditions of the tender. No Deviations and Exclusions to the tender are allowed. In the absence of any specific provision in the agreement on any issue, the decision of CRUT shall be final.

9.3 Tender Document Fees

- i. The Bidders shall download the tender document from the website as mentioned in the Proposal Data Sheet.
- ii. The Bidders shall pay tender document fee as prescribed in data sheet.
- iii. The downloading of the tender documents shall be carried out strictly as provided on the web site.
- iv. The tender document fee is non-refundable and not exempted.

9.4 Earnest Money Deposit (EMD)

- i. Bidders shall submit, along with their bids, EMD as per the details mentioned in the Data Sheet.
- ii. EMD of all bidders would be refunded by CRUT after signing of the contract agreement with the successful bidder.
- iii. The EMD amount is interest free and will be refundable without any accrued interest on it.
- iv. In case bid is submitted without the EMD then CRUT will reject the bid without providing opportunity for any further correspondence to the bidder concerned.
- v. The EMD may be forfeited:
 - a) If a bidder withdraws its bid during the period of bid validity.
 - b) **Letter** within 15 days from the issue of Letter of Award (LOA)/ **Appointment Letter** by CRUT and sign the agreement there after.
- vi. The Bidder shall submit the original of the DD towards EMD (mentioned in the Proposal Data Sheet) at the address, time, and date mentioned in the scheduled.

9.5 Bidders Authorization

- i. The "Bidders" as used in the tender documents shall mean the one who has signed the tender Forms. The Bidders may be either the Principal Officer or his duly Authorized Representative, in either case, he/she shall submit a power of attorney. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall be furnished, and signed by the representative and the principal.
- ii. The authorization shall be indicated by written power-of-attorney accompanying the bid in the name of the signatory of the Proposal.
- iii. Any change in the Principal Officer shall be intimated to CRUT in advance.

9.6 Pre-Bid Queries

- i. Authority will host a pre-bid meeting as per the date mentioned in the tender NIT sheet. The representatives, limited to 2, of the interested organizations may attend the pre-bid conference at their own cost. The purpose of the conference is to provide bidders with information regarding the tender and the proposed solution requirements in reference to the tender. Pre-Bid meeting will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender and the project.
- ii. All Bidders shall e-mail their queries to, Comprehensive Region Urban Transport (CRUT), crut.state@odisha.gov.in/crutbbsr@gmail.com.
- iii. The response to the queries will be published on (<https://tendersodisha.gov.in/>). No telephonic / queries will be entertained thereafter. This response of Authority shall become integral part of tender document. Authority shall not make any warranty as to the accuracy and completeness of responses.
- iv. Authority shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring Authority to respond to any question or to provide any clarification.
- v. Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information

given by Authority, or its employees or representatives shall not in any way or manner be binding on Authority.

Name of Bidder					
Tender name and Ref. No					
Address and contact no.					
Tender Due Date					
#	tender Page No.	tender Clause No.	Clause Title	Queries and Justification by the Bidder	Remarks
..		..	..	..	..

All Bidders shall e-mail their queries in above (**Microsoft Excel sheet**) format to), **crut.state@odisha.gov.in** /crutbbsr@gmail.com.

9.7 Responses to Pre-Bid Queries and Issue of Corrigendum

- Authority will formally respond to the pre-bid queries after the pre-bid conference.
- Authority will endeavour to provide timely response to all queries. However, Region Urban Transport (CRUT) makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the bidders.
- Any addendum / corrigendum/ cancellation of tender shall be published in the website <https://tendersodisha.gov.in/>
- At any time prior to the last date for receipt of bids, Authority may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders, modify the tender Document by issuing a corrigendum.
- The Corrigendum or Addendum, if any, notifications regarding extensions, if any, and clarification to the queries from all bidders will be posted on the website mentioned in the Proposal Data Sheet or emailed to all participants of the pre-bid meeting.
- Any such corrigendum shall be deemed to be incorporated into this tender.
- In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Authority may, at its discretion, extend the last date for the receipt of Proposals.
- Notifications regarding extensions, corrigendum, will be published on the website mentioned in the tender schedule and there shall be no paper advertisement.
- Notice board and through paper publication and such notice shall form part of the bidding documents.

9.8 Preparation of Proposals

- The bidder shall prepare the bid based on details provided in the tender documents. It must be clearly understood that the quantities, specifications, and diagrams that are included in the tender document are intended to give the bidder an idea about the scope and magnitude of the work and are not in any way exhaustive and guaranteed by CRUT.
- The Bidder shall quote monthly service charge in terms of Percentage (%) towards monthly salary of each of the deployed manpower at CRUT as specified in Annexure-IX.
- The bidder shall carry out the sizing of the solution based on internal assessment and analysis, which may include the use of modelling techniques wherever necessary.
- The bidder must propose a solution to meet the requirements of CRUT. If, during the sizing of the solution, any upward revisions of the specifications and/or quantity as given

in this tender document, are required to be made to meet the conceptual design and/or requirements of tender, all such changes shall be included in the technical proposal and their commercial impact, thereof, shall be included in the commercial bid.

- v. If, during the sizing of the solution, any additional product that is not listed in the tender document is required to be included to meet the conceptual design, performance requirements and other requirements of tender, all such product(s) should be included by the bidder in the technical proposal and their commercial impact, thereof, included in the commercial bid.
- vi. CRUT will in no case be responsible or liable for any costs associated with the design/sizing of the proposed solution, regardless of the conduct or outcome of the Tendering process.
- vii. If at any stage during the currency of the contract, the solution proposed does not meet the functional requirements, conceptual design, performance requirements/ SLA, and other requirements of tender, the bidder shall revise the required specifications and/or quantities as proposed by the bidder in their bid in order to meet the said objectives/targets. All such provisions shall be made by the bidder within the lump sum contract price, at no extra cost and without any impact to CRUT whatsoever.
- viii. Physical Copy of complete technical proposal and Tender Fee in form of DD as specified in Bid Datasheet.
- ix. Financial Proposal as per the format provided in Annexure-IX.
- x. Bidder should sign the Bidder Details as per Annexure on company letter head stating that they have read and understood, all the Terms and Conditions stipulated for in the tender and are willing to abide by these tender terms and conditions, before submitting the bid document. Bids submitted without the Signed Bidder Details and not complete in all respect shall not be considered incomplete and will not be considered for evaluation.
- xi. The prospective bidders are required to visit website details as per bid datasheet mentioned in the Tender document.
- xii. All communications and proceedings shall be in English language only.
- xiii. Un-signed and un-sealed application shall not be accepted.
- xiv. All pages of the application and documents being submitted must be signed, stamped, and sequentially numbered by the bidder.
- xv. The bid documents are non-transferable.

Note: If a Bidder submits or participates in more than one Proposal, such a Bidder shall be disqualified.

9.9 Proposal preparation costs

- i. The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Authority to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process.
- ii. CRUT shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

9.10 Address for Correspondence

The Bidders shall designate the official mailing and e-mail address to which all correspondence shall be sent.

9.11 Bid validity period.

Bid shall remain valid for the time mentioned in the Proposal Data Sheet.

9.12 Communication between parties

- i. No oral conversations or agreements with any official or employee of CRUT shall affect or modify any terms of this tender and any alleged oral agreement or arrangement made by a bidder with any agency, official or employee of CRUT shall be superseded by the definitive agreement that results from this tender process. Oral communications by CRUT to bidders shall not be considered binding nor shall any written materials have provided by any person other than CRUT.
- ii. Neither the bidder nor any of bidder's representatives shall have any claims whatsoever against CRUT or any of its employees arising out of or relating to this tender or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- iii. All proposals and accompanying documentation of the technical proposal will become the property of CRUT and will not be returned after opening of the technical proposals.
- iv. The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means, and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it.

9.13 Modification and Withdrawal of Bids

- i. No bid shall be altered / modified after submission of the bid to CRUT. Unsolicited correspondences in this regard from Bidders shall not be considered.
- ii. No bid shall be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidders in the Bid.
- iii. Withdrawal of a bid during this interval shall result in the Bidders forfeiture of its EMD.
- iv. Prices in any form or by any reason before opening the Commercial Bid should not be revealed. If price change is envisaged due to any clarification, revised financial Bid can be called from all the bidders by CRUT.

9.14 Submission of Proposal

- i. The Bidders shall download the tender document from the website as mentioned in the Proposal Data Sheet.
- ii. The bid must be submitted online only through the Government of Odisha e-Procurement portal (<https://tendersodisha.gov.in>). Interested bidders are required to enrol on the portal with a valid Digital Signature Certificate (DSC) of the authorized signatory. Bidders must carefully follow the instructions available on the website for online bid submission.
- iii. The bid shall consist of two parts: (i) Technical Bid and (ii) Financial Bid. The Technical Bid containing all required documents, certificates, and compliance details must be uploaded in the prescribed format. The Financial Bid shall be submitted separately in the designated format in the RFP. Bidders are advised to ensure that both parts are uploaded correctly and submitted before the due date and time.

- iv. A set of physical to be submitted in form of Hardcopy copy at **Comprehensive Region Urban Transport (CRUT), Plot No. 548/1452, Patia, Kalarahanga, Bhubaneswar, Pin – 751031, Dist: Khordha, Odisha** before bid due date.
- v. It is the responsibility of the bidder to ensure that the bid is submitted successfully and acknowledged by the system. For any technical assistance during the process, bidders may contact the 24x7 Help Desk of the e-Procurement portal.
- vi. In case the Technical Proposal Envelope has the financial proposal Envelope, the bid would be summarily rejected.
- vii. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.
- viii. Each page should be page numbered and in confirmation to the eligibility qualifications and clearly indicated using an index page. The Comprehensive Region Urban Transport will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be outrightly rejected by the authority.
- ix. The documents submitted online must be identical to those submitted offline. In case of any discrepancy, the online submission will be considered as the final and binding version.

Any deviation from the prescribed procedures /information/ formats/ conditions shall result in outright rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be outrightly rejected. Any conditional bids will be rejected.

9.15 Late Bids

- i. Bids received in online and hard copy after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.
- ii. The bids submitted by e-mail or any other mode shall not be considered. No correspondence will be entertained on this matter.
- iii. CRUT reserves the right to modify and amend any of the above-stipulated conditions/criteria depending upon project priorities vis-à-vis urgent commitments.

9.16 Rejection Criteria

Besides other conditions and terms highlighted in the tender document, bids may be rejected under following circumstances:

- i. Bidders who have breached the contract of the Authority before the completion of the Contract period.
- ii. Bidders submitting two different financial bids, where the quoted price in the online submission does not match the physical (hard copy) submission, will be summarily rejected.
- iii. Bids not qualifying under eligibility criteria.
- iv. Bids submitted without improper EMD or tender fees.
- v. Ambiguous applications/documents/bids will be outrightly rejected.
- vi. Applications not submitted as per the format will be rejected.
- vii. Bid with any deviation shall be liable for rejection.
- viii. Bids received through any platform other than prescribed platform as mentioned in the tender.
- ix. Bids which do not confirm to the unconditional validity of the bid as prescribed in the tender.

- x. If the information provided by the Bidders is found to be incorrect / misleading at any stage / time during the Tendering Process
- xi. Any effort on the part of a Bidders to influence the Authority's bid evaluation, bid comparison or contract award decisions.
- xii. Bids received by CRUT after the last date and time for receipt of bids prescribed in the data sheet.
- xiii. Bids without signature of person (s) duly authorized on the bid.
- xiv. Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidders.
- xv. Technical Bid containing commercial details or any such hints/ calculations /extrapolations/ records.
- xvi. Revelation of Prices in any form or by any reason before opening the Commercial Bid
- xvii. Failure to furnish all information required by the tender Document or submission of a bid not substantially responsive to the tender Document in every respect.
- xviii. Bidders not quoting for the complete scope of Work as indicated in the tender documents, addendum (if any) and any subsequent information given to the Bidders.
- xix. Bidders not complying with the General Terms and conditions as stated in the tender Documents.
- xx. The Bidders do not confirm unconditional acceptance of full responsibility of providing services in accordance with the Scope of work, General Terms & Conditions and Service Level Agreements of this tender.
- xxi. If it is found that bidders have tendered separately under different names for the same contract, all such tender(s) shall stand rejected and tender deposit of each such firm/ establishment shall be forfeited. In addition, such firms/ establishments shall be liable at the discretion of CRUT for further penal action including blacklisting.
- xxii. If after awarding the contract, it is found that the accepted bid violated any of the directions pertaining to the participation, the contract shall be liable for cancellation at any time during its validity in addition to penal action including blacklisting against the bidders.
 - a. Price Bids that do not conform to the tender's price bid format.
 - b. Total price quoted by the Bidders does not include all statutory taxes and levies applicable.

9.17 Conflict of Interest

- i. A Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. A Bidder may be considered to have a Conflict of Interest that affects the Bidding Process, if the relationship between two Bidders is established through common holding, either directly or through Associates, of at least 25% holding of equity/profit sharing in another company/firm, or in each other.
- ii. The Bidder, its member or Associate (or any constituent thereof) and any other Bidder, its member or Associate (or any constituent thereof) have common controlling ownership interest. Common controlling ownership interest for Company and Partnership Firm is defined as follows.

If Bidder is a Company:

 - i. In such case, the Bidder (including its member or Associate or any share holder thereof of Bidder and/or its Associates) possessing over 25% of the paid up and subscribed capital in its own company, Member or Associate as the case may be, also holds.

- ii. More than 25% of the paid up and subscribed equity capital in the other Bidder, its member or Associate of such other Bidder, its member or Associates is Company; and/or
- iii. More than 25% of profit sharing in other Bidder, its member or associates such other Bidder, its member or Associates.

10. Bid Opening and Evaluation Process

10.1 Opening of Bids

- i. The bids that are submitted successfully shall be opened as per date and time given in Proposal Data Sheet, as per the procedure only in the presence of bidders or their respective duly authorized representatives.
- ii. Total transparency will be observed and ensured while opening the Proposals/Bids.
- iii. CRUT reserves the right to postpone or cancel the Bid opening schedules.
- iv. Bid opening will be conducted in two stages.
 - a) In the first stage, Pre-qualification Proposals and technical proposal would be opened. The EMD of the Bidders will be opened on the same day and time, on which the Pre-qualification Proposal is opened.
 - b) In the second stage, only financial bid of technically qualified proposals, would be opened.
 - c) In the event of the specified date of Bid opening being declared as Government holiday, the bids shall be opened at the same time and location on the next working day. In addition to that, if the representative(s) of any Bidder remain(s) absent, CRUT will continue the process and open the bids of the all the other Bidders, whose representatives are present.

10.2 Evaluation Committee and Procedure

- i. CRUT will constitute a bid evaluation committee to evaluate the responses of the bidders.
- ii. The Bid Evaluation Committee constituted by CRUT shall evaluate the responses to the tender and all supporting documents / documentary evidence.
- iii. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- iv. CRUT reserves the right to do a reference check of the past credentials stated by the Bidder. Any feedback received during the reference check shall be considered during the technical evaluation process.
- v. The Evaluation Committee may seek clarification or request any shortfall documents from the bidder during the evaluation process.
- vi. The decision of the Proposal Evaluation Committee in the evaluation of responses to the tender shall be final. No correspondence will be entertained in this regard.
- vii. The Proposal Evaluation Committee reserves the right to reject any or all proposals based on any deviations without assigning any reason thereof.
- viii. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are considered undesirable and may be construed as an indication of the bidder's lack of cost consciousness. CRUT's interest is in the quality and responsiveness of the proposal.

10.3 Clarification on Bids

- i. During the bid evaluation, CRUT may at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted. CRUT may ask for clarifications as many times as possible from the bidders to the satisfaction of the Technical Evaluation committee.
- ii. If the bidder fails to provide the clarification or any additional information sought, the information provided in the technical proposal only, will be used for evaluation. It is clearly understood that the additional information or clarification on the technical proposal provided by the bidders will not be the basis for affecting any changes in the Commercial Proposal already submitted by the bidders.

10.4 Pre-Qualification Evaluation

- i. At this stage, CRUT shall examine the Bids to determine whether the Bidders meet the minimum eligibility and qualification requirements, including but not limited to:
 - o Pre-Qualification Eligibility
 - o Technical Eligibility
 - o Financial Eligibility
- ii. Only those Bidders who satisfy the Pre-Qualification criteria shall be considered Pre-Qualified and shall be eligible for further evaluation. Bids failing to meet the Pre-Qualification requirements shall be rejected at this stage and shall not be evaluated further.

10.5 Technical Evaluation Process

- i. The evaluation of the Bids shall be done in 3 Steps where the Bidder shall be first evaluated against the Qualification Criteria mentioned in the clause.
- ii. An actual technical mark below 70 shall disqualify the bid as technically non-responsive. A financial bid of only technically responsive bidders shall be opened.
- iii. To facilitate the evaluation of the Bid, Authority may at its sole discretion, seek clarifications from any Bidder regarding its Bid. Such clarifications shall be provided by the Bidder within the time specified by Authority for this purpose and all clarifications shall be in writing.
- iv. If any Bidder does not provide clarifications required as above, within the prescribed time, its Bid shall be liable to be rejected. In case the Bid is not rejected, Authority may proceed to evaluate the Bid by construing the requiring clarification to the best of its understanding and the Bidder shall be barred from subsequently questioning such interpretation by Authority.
- v. Any information contained in the Bid shall not in any way be construed as binding on Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Project is subsequently awarded to it under the Bidding Process on the basis of such information.
- vi. The Authority reserves the right not to proceed with the Bidding Process at any time without notice or liability and to reject any Bid without assigning any reasons.

The technical evaluation proposal will be based on the following factors

Sr. No	Descriptions	Marks	Supporting Documents
1	No. of years of experience of the firm. 5 years-10 marks, for every additional 2 year-1 mark subject to maximum of 15 marks	15	Firm constitution certificate issued by ICAI as on 31.03.2026.
2	Average Audited Turnover of the CA Firm during last three Financial Ending 31 st Mar 2025 having Turnover of Rs.50 Lakh – 10 marks. For every additional turnover of Rs.5 lakh-1 mark subject to maximum of 15 marks.	15	Copies of Self certified Audited Balance Sheets and Statement of Profit & Loss for the financial years- 2022-23, 2023-24 and 2024-25.
3	No. of Partners (FCA) @ 2.5 Marks for each partner, maximum up to 10 marks	10	Copies of Firm constitution certificate along with Fellow Certificate of Practice of the Partner as on 31.03.2026.
4	No. of Partners (ACA) @ 2 Marks for each partner, maximum up to 5 marks	5	Copies of Firm constitution certificate along with Associate Certificate of Practice of the Partner as on 31.03.2026.
5	Older partner having association for <5 Yr – 0 Mark 5 to 10 Yrs – 5 Marks 10 to 15 Yrs – 8 Marks > 15 Yrs-10 Marks Maximum up to 10 marks	10	Copies of Firm constitution certificate along with Associate /Fellow Certificate of Practice of the Partner from Respective Institutes as on 31.03.2026.
6	Number of Staff:		
(i)	Qualified (CA)- 1.5 Mark per each Staff, maximum up to 5 Marks	5	Copies of Final Pass Certificate issued by CA Institute duly certified by the Applicant Firm.
(ii)	Semi Qualified (Inter CA): 1 mark each maximum 5 Marks	5	Copies of the Intermediate Pass Certificate issued by the CA Institute and the copy of the appointment letter of the concerned staff duly certified by the Applicant Firm.
(iii)	Other Staff (Article Staff/Auditor) 1 to 10 Staff – 3 Marks 11 to 15 Staff – 4 Marks > 15 Staff- 5 Marks	5	List of the concerned staff along with details of highest qualification hold by the concerned staff duly certified by the Applicant Firm.
7	Experience in Government Sector in the last five years (ending on 31st March, 2026) for Statutory Audit: The number of audited organization (other than branch audit of banking organization/finance companies) @ 2 Marks for each year of audit maximum up to 15 marks	15	Copies of Letter of Appointment/Engagement/Work Order and Certificate of Completion issued by the organization.

Sr. No	Descriptions	Marks	Supporting Documents
8	Experience in Public Transport Sector in Last 5 Years (Ending 31 st Mar 2026) for Internal/statutory Audit. Experience up to 5 years-3marks 5 years to 10 years -5 marks More than 10 years-7.5 marks	7.5	Copies of Letter of Appointment /Engagement/Work Order and Certificate of Completion issued by the organization.
9	Experience in GST Annual Return and Reconciliation (GSTR-9&9C)	5	Copies of Letter of Appointment /Engagement/Work Order and Certificate of Completion issued by the organization.
10	The partners / qualified assistants having certified ISA (CISA) or Diploma in ISA (DISA) qualifications-1 mark per person maximum up to 2.5marks	2.5	Copies of CISA/ DISA certificate.
	Total	100	

Note: A minimum Technical Score of 70 out of 100 is required to qualify for opening of financial Bid. Only those bids having minimum score would be considered 'Qualified' and eligible for opening of financial bids.

10.6 Commercial Bid Evaluation

The bidder with actual technical mark below 70 shall disqualify the bid as technically non-responsive. A financial bid of only technically responsive bidders shall be opened.

The Bidder/s quoting the **lowest financial quote (L1)** shall be the Preferred Bidders. For avoidance of doubt, it is clarified that in the event of discrepancy in numeric and alphabetical manner, the lower of both shall be considered.

10.7 Selection of Bidder

- The Bidder/s whose Bid is adjudged as responsive in terms of tender and with the lowest financial quote (L1 Bidder) as per Clause shall be declared as the selected Bidder/s (the "Successful Bidder/s").
- Bidders are required to submit quotes as per the Annexure-VIII. The L1 bidder will be awarded that package.
- If two or more bidders quote the same lowest financial amount (i.e., become L1 Bidders), the Authority shall award the work to the bidder with the highest technical score as per the evaluation criteria mentioned in this RFP. In case the technical scores are also the same, the bidder with the highest average annual turnover shall be considered the successful bidder.

11. Issue of Letter of Award (LOA)

- After selection, a Letter of Award (LOA) shall be issued, in duplicate, by the Authority to the Successful Bidder and the Successful Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

In the event the duplicate copy of the LOA, duly signed by the Successful Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Successful Bidder to acknowledge the LOA.

- ii. After acknowledgement of the LOA as aforesaid by the Successful Bidder, the Contract Agreement shall be executed between Authority and the Successful Bidder within 30 days from the date of issue of LOA. The Date of execution of Contract Agreement between Authority and Successful Bidder shall be identified as Commercial Operation Date (COD).
- iii. The Successful Bidder shall not be entitled to seek any deviation, modification, or amendment in the Contract Agreement.

12. Signing of Contract

- i. After receiving the acceptance of the LOA and PBG from the successful bidder, Comprehensive Region Urban Transport (CRUT) shall enter a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder with the successful bidder.

13. Failure to Agree with the Terms and Conditions of the Agreement

- i. Failure of the successful bidders to agree with the terms and conditions of draft Agreement and tender shall constitute sufficient grounds for the annulment of the award, in which event CRUT may award the contract to the next Most responsive bid or call for new proposals from the interested bidders.
- ii. In such a case, CRUT shall forfeit the PBG of the successful bidder.

14. Duration of the Contract

- i. The tenure of the contract of the successful bidders shall be for 5 years ("project duration"). CRUT, at its discretion, may extend the contract for further as per the OGFR rule on the same terms & conditions and on the contract and if the Companies Act permits.

15. Right to Vary in Scope of Contract:

- i. CRUT may at any time, by a written order given to the bidder, make changes within the quantities, specifications, services, or scope of the Contract as specified.

16. Amendment of tender Document

- i. All the Corrigendum / Addendum made in the document would be published on the Portal and shall be part of tender.
- ii. The Bidders are advised to visit the portal on regular basis to check for necessary updates. Authority also reserves the right to amend the dates mentioned in this tender.

17. Supplementary Information to the tender

If Authority deems it appropriate to revise any part of this tender or to issue additional data to clarify an interpretation of provisions of this tender, it may issue supplements to this tender. Any such corrigendum shall be deemed to be incorporated by this reference into this tender.

18. Sub-Contracting

Sub-contracting is Not Allowed.

19. Right to Terminate the Process

- i. CRUT may terminate the tender process at any time and without assigning any reason before signing of the Agreement. CRUT makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. This tender does not constitute an offer by CRUT

20. Payment Terms

- i. All payments shall be made through e-payment.
- ii. Payment in full against the Invoice will be made within 45 days after submission of Audit Report along with Tax Invoice in line with the Scope of Work as defined earlier.

21. Penalty Terms:

In case the successful bidder fails to take up the work after issuance of Work Order, CRUT may at its discretion, impose upon any or all of the following penalties:

- a) Cancellation of Work Order.
- b) Forfeiture of Earnest Money / Security Deposit.
- c) Recovery of extra cost incurred by CRUT for getting the work done through other sources.
- d) Blacklisting of the Bidder.

22. Integrity Pact

The Bidder agrees to maintain the highest standards of integrity and transparency during the bidding process and contract execution, refraining from offering or giving any bribe, gift, or advantage to Authority officials or employees, and not engaging in corrupt or fraudulent practices. The Bidder shall disclose any conflict of interest and maintain confidentiality of all related information. Breach of this Integrity Pact may result in contract termination and other actions as deemed fit by the Authority.

23. Force Majeure

- a) For the purposes of this contract, Force Majeure means an event beyond the control of the parties to the contract and not involving either party's fault or negligence and not foreseeable.
- b) If, at any time during the existence of the contract, either party is unable to perform in whole or in part any obligation under this contract because of an event rendering performance of obligations impossible which include acts of God, war, revolutions, hostility, civil commotions, strikes, floods, earthquake, epidemics, quarantine restrictions, freight embargoes or explosions, then the date of fulfilment of contract shall be postponed during the period when such circumstances are operative.
- c) The party which is unable to fulfil its obligations under the present contract shall, within Fifteen (15) days of the occurrence of the Force Majeure event, inform the other party of suitable documentary evidence. The non-availability of any component etc. or any price escalation or change in any duty, tax, levy, charge etc. should not be an excuse for the Agency for not fulfilling his obligations under this clause/ contract.
- d) If such inability on account of force majeure to perform continues for a period of more than three months, each party shall have the right to be released from further performance of the contract, in which case, neither party shall have the right to claim damages from the other. All prior performance shall be subject to contract terms.
- e) The Agency shall not be liable for forfeiture of his performance security or termination if and to the extent that delay in performance or other failure to perform its obligations under the contract is the result of Force Majeure.

24. Laws Governing the Work Order:

The Work Order shall be subject to Indian Laws, Rules and Regulations, notifications etc. issued by the Govt. from time to time. This RFP will be integral part of the tender document/agreement.

25. Dispute Resolution & Jurisdiction

- a) Save where expressly stated otherwise in this Agreement, any dispute, difference or controversy of whatever nature howsoever arising under, out of or in relation to this Agreement including non-completion of the Agreement between the Parties and so notified in writing by either Party to the other (the "Dispute") in the first instance shall be attempted to be resolved amicably by the Parties and failing such resolution of the same, in accordance with the procedure set forth below.
- b) Either Party may require the Dispute to be referred to the Managing Director of CRUT for amicable settlement. Upon such reference, both the Parties and the Managing Director of CRUT shall meet at the earliest mutual convenience and in any event within 15(fifteen) days of such reference to discuss and attempt to amicably resolve the dispute. If the Dispute is not amicably resolved within 15(fifteen) days of such meeting, either Party may approach the appropriate Court of Law within the jurisdiction of Bhubaneswar, for redressal of his grievance.

Annexure I: Request for Clarification

To

The General Manager (P&A),
Comprehensive Region Urban Transport (CRUT)
Plot no-548/1452, Patia, Kalarahanga,
Bhubaneswar, Odisha 751031

Sub: Submission of Tender for Request for Proposal for Engagement of Statutory Auditors for Comprehensive Region Urban Transport for a period of 5 years from the Financial Year 2026-27.

Sir,

With reference to the Notification cited, I/we hereby submit the Tender for **"Request for Proposal for Engagement of Statutory Auditors for Comprehensive Region Urban Transport for a period of 5 years from the Financial Year 2026-27."** It is to submit that I/we have gone through the terms and conditions and requirements given in the RFP and the subsequent amendments & clarifications. It is to further submit that I/we will abide by the terms and conditions stipulated by CRUT as indicated in the RFP (including amendments and clarifications, if any).

We attach hereto the bid response (Technical and Financial) as required by the RFP, which constitutes our proposal. We submit that we have the required resources and capability to successfully complete the project.

If our proposal is accepted, we undertake to adhere to the implementation plan put forward in the RFP or such adjusted plan as may subsequently be mutually agreed between us and CRUT or its appointed representatives.

If our proposal is accepted, we undertake that we will be fully responsible for successful completion of the project as per the terms and conditions and timelines prescribed in the RFP, failing which we fully understand that our contract will be terminated, EMD/Security Deposit will be forfeited and equipment installed in the buses will be confiscated.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP and also agree to abide by this bid response for a period of 9 (nine) months from the date fixed for bid (technical bid) opening and it shall remain binding upon us with full force and virtue, within this period. Until a formal contract is prepared and executed, this bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and CRUT.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to CRUT is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead CRUT as to any material fact. We further declare that we are fully aware that any information/documents submitted by us, if found to be incorrect, wrong or misleading will result in our bid being rejected and action being taken against us, by CRUT, as it deems fit.

We agree that CRUT is not bound to accept the lowest or any bid response it may receive. We also agree that CRUT reserves the right in absolute sense to reject all or any of the products/ services specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our Corporation/Company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2026.

(Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder Witness Signature:

Witness Name:

Witness Address:

Annexure II: Details of Bidder

- 1 Name
- 2 Country of incorporation
- 3 Address of the corporate headquarters and its branch office(s), if any, in India
- 4 Date of incorporation and / or commencement of business
- 5 Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project
- 6 Details of individual(s) who will serve as the point of contact/ communication for the Authority.
 - Name, Designation, Company, Address, Telephone Number, E-Mail:
- 7 Particulars of the Authorized Signatory of the Bidder
 - Name, Designation, Company, Address, Telephone Number, E-Mail:

A statement by the Bidder disclosing material non-performance or contractual non-compliance in past projects, contractual disputes and litigation/ arbitration in the recent past (Attach extra sheets, if necessary)

Signature of the Authorized Signatory)

(Name and designation, address, email, phone no. of the Authorized Signatory)

Date:

Annexure III: Financial Capacity of the Bidder

Format for CA Certificate

(The format should be certified by Chartered Accountant)

Name of Bidder	
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Sl. No.	Financial Year	Annual Turnover (INR in Lakh)
1	FY 2022-23	
2	FY 2023-24	
3	FY 2024-25	
Average		

Instructions

- i. The Bidder should provide details of its own Financial Capacity specified in the tender.
- ii. The Bidder shall attach copies of the balance sheets, financial statements and Annual Reports for 3 (three) years preceding the Bid Due Date. The financial statements shall:
 - a. Reflect the financial situation and turnover of the Bidder.
 - b. Be audited by a statutory auditor.
 - c. Be complete, including all notes to the financial statements; and
 - d. Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
- iii. Net Worth shall mean (Subscribed and Paid-up Equity + Reserves) less (Revaluation reserves + miscellaneous expenditure not written off + reserves not available for distribution to equity shareholders).
- iv. The Bidder shall also provide the name and address of the Bankers to the Bidder.
- v. The Bidder shall provide an Auditor's Certificate specifying the Net Worth of the Bidder and also specifying the methodology adopted for calculating such Net Worth in accordance with the tender document.
- vi. The Bidder shall also provide an Auditor's certificate specifying the annual turnover of the Bidder.

Dated thisday of 2026.

Name of the CA:

Signature of Certifying CA:

UDIN:

Annexure IV: Technical Capacity of the Bidder

The bidder shall submit technical qualification details in the below prescribed for as

Sl. No	Client Name	Year	Value of the WO and Total Nos. of manpower provided to the client	Work Order/Client Certificate
1.				
2.				
3.				

Signature of the Authorized Signatory)

(Name and designation, address, email, phone no. of the Authorized Signatory)

Date:

Annexure V: Power of Attorney for signing of Bid.

(on stamp paper of Rupees 500/-)

Know all men by these presents, we..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name),..... son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for pre-qualification and submission of our Tender for **"Request for Proposal for Engagement of Statutory Auditors for Comprehensive Region Urban Transport for a period of 5 years from the Financial Year 2026-27"** including but not limited to signing and submission of all Bids, and other documents and writings, participate in Pre- bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our Tender, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Tender for the said Project and/ or upon award thereof to us and/or till the entering into of the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [•], THE ABOVE-NAMED PRINCIPAL HAVE

EXECUTED THIS POWER OF ATTORNEY ON THIS [•] DAY OF [•], 20[•]

For

(Signature, name, designation and address) Witnesses:

1.

2. (Notarized)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
2. *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidder from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming apostille certificate.

Annexure VI: Affidavit

(To be furnished on the non-judicial stamp paper of appropriate value and duly notarized)

Name of Work: Tender for Request for Proposal for Engagement of Statutory Auditors for Comprehensive Region Urban Transport for a period of 5 years from the Financial Year 2026-27.

I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct. I also understand in case of wrongful/false information, corporation is entitled to take any civil & criminal punitive action against me/us.

- The undersigned also hereby certifies that neither our firm M/s [.....] nor any of its constituent partners have abandoned any work in India nor any contract awarded to us has been rescinded during last three years, prior to the date of this bid,
- The undersigned hereby authorize(s) and request(s) any bank, person, authorities, government or public limited institutions, firm or a corporation to furnish pertinent information deemed necessary and requested by the Authority to verify our statement or our competence and general reputation etc.
- The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Authority.
- The Authority and its authorized representatives are hereby authorized to conduct any inquiries or investigation to verify the statements, documents, and information permitted in connection with this bid and to seek clarification from our bankers and clients regarding any financial and technical aspects. The Affidavit will also serve as authorization to any individual or authorized representative to any institute referred to in the supporting information, to provide such information deemed necessary and requested by representative of Comprehensive Region Urban Transport to verify statements and information provided in the Tender or with regard to the resources, experiences and competence of the Bidder.

Signed by the Authorized
signatory Title of the

Office

Name of the firm Date

Annexure VII: Self-declaration for non-performance

{Company Letter head}

I/ We hereby declare that my / our firm M/S have successfully executed the work order assigned by the State Government / any other Government entity or any state government or central government / department / Local Government / agency in India. There is no remark of non- performance or non-compliance in any of our past projects, or any contractual dispute / litigation / arbitration in the recent past. Dated this Day of 20.....

Name of the bidder

Signature of the Authorized person

Name of the Authorized Person

Annexure VIII: Format for Financial Proposal

(To be submitted on the letterhead of the bidder)

To,

**The General Manager(P&A),
Comprehensive Region Urban Transport,
Plot No-548/1452, Patia, Kalarahanga,
Bhubaneswar, Odisha, Pin- 751031.**

Ref: Tender for Request for Proposal for Engagement of Statutory Auditors for Comprehensive Region Urban Transport for a period of 5 years from the Financial Year 2026-27.

Sir

We, the undersigned, offer to provide the services as mentioned in the Scope of Work of the tender. Our financial quote is as given below,

Particulars	Price in Rs. (In Figure) excluding GST per Annum	Price in Rs. (In Words) excluding GST per Annum
Statutory Audit		
Tax Audit		
GST Annual Return & Reconciliation		
Total Fees		

Note: -

- The L-1 bidder will be evaluated on the basis of lowest quoted rate in the Price Bid at Part-II, Annexure-IV exclusive of applicable GST.
- In case there is any discrepancy between figures and words, then the amount quoted in words will be considered for evaluation.
- In case of more than one CA firm quoted the same fee, the firm securing highest mark in technical bid shall be selected. If scores are same, the bidder with highest turnover will be the successful bidder.
- Our Financial Proposal shall be binding upon us for the assignment, and this proposal would be valid up to 180 days from the opening of the financial proposal.

Date this _____ day of _____ 2026.

Signature _____

In the capacity of _____

Duly authorized to sign this bid for and on behalf of-----

**Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)**