बिड संख्या/Bid Number: GEM/2026/B/7888499
दिनांक /Dated: 07-08-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	28-08-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-08-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Petroleum And Natural Gas
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Petroleum And Natural Gas Regulatory Board
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod.admin@pngrb.gov.in Buyer Email id: punam.chand@pngrb.gov.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm
अनुबंध अवधि /Contract Period	2 Year(s)
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes | Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes | Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended**	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count**	1
बिड से रिवर्स नीलामी सक्रिय किया/**Bid to RA enabled**	No
बिड का प्रकार/**Type of Bid**	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /**Time allowed for Technical Clarifications during technical evaluation**	2 Days
मूल्यांकन पद्धति/**Evaluation Method**	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required**	Yes

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	30

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Petroleum And Natural Gas Regulatory Board, New Delhi
Petroleum and Natural Gas Regulatory Authority, E-400, 4th Floor, Tower-E, World Trade Centre, Nauroji Nagar, New Delhi 110029
(Petroleum And Natural Gas Regulatory Board, New Delhi)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial Bid - 1786082729.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company'sexistence as per ICAI certificate: Minimum 10 Years

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.: Minimum 10 years

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: Minimum 4

Number of XX fulltime CA's required and YY professional audit staff: As per tender document (ATC)

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1786084134.pdf

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per attach tender document (ATC)	100	60	View File

Total Minimum Qualifying Marks for Technical Score: 60

QCBS Weightage(Technical:Financial):70:30

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
12-08-2026 15:00:00	As per tender document

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Reliability of financial reporting , Compliance with law & regulations , Review system & processes , Internal Control over Financial Reporting , Bank Transactions
Type of Industries/Functions	Autonomous Body
Frequency of Progress Report	Half Yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Half Yearly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Punam Chand	110029,Petroleum and Natural Gas Regulatory Board, E-400, 4th Floor, Tower-E, World Trade Center, Nauroji Nagar, New Delhi	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   Registration / Empanelment Requirement: Contract shall be awarded to only such sellers , who are registered / empanelled / approved / enlisted with

   The Institute of Chartered Accountants of India
   for the required goods / service category on the date of bid opening. Prospective bidders (if not already registered), are advised to get themselves registered with the said registration authority before bid opening date. (It is certified that the registration is granted by the registering agency as per Rule 150 of GFR following a fair, transparent and reasonable procedure.)

2. **Generic**

   1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
   2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
   3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

3. **Certificates**

   Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file .

5. **Buyer Added Bid Specific Scope Of Work(SOW)**

   File Attachment Click here to view the file .

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers’ controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers’ Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Petroleum and Natural Gas Regulatory Board

E-400, 4th Floor, Tower E, World Trade Centre,
Nauroji Nagar, New Delhi – 110029

Tender No. PNGRB/Com/4-Audit/2026

Tender Document

For

Hiring of Consultant for Review of Accounts

Table of Contents

Section-A
Notice Inviting Tender

Ref No.: PNGRB/Com/4-Audit/2026

To,

The Prospective Bidders

Subject: Hiring of Consultant for Review of Accounts

Dear Sir/Madam

Online Bids through GeM portal is invited from the interested and eligible bidders on a two-stage bidding system based on Quality-cum-Cost Based Selection ("QCBS") method by Petroleum & Natural Gas Regulatory Board, New Delhi, for "Hiring of Consultant for Review of Accounts".

The salient features of the tender are as under:

1	Tender No.	PNGRB/Com/4-Audit/2026
2	Type of Bid	Two Bid System (Technical Bid & Financial Bid)
3	Date of issue of tender	07-08-2026
4	Pre-Bid Meeting	A pre-bid meeting will be held on 12-08-2026 at 3:00 PM PNGRB Office, New Delhi
5	Bid Submission Closing date & time	To be submitted online on GeM portal on or before at 3:00 PM on 28-08-2026
6	Place of Submission of Bid	Online submission through GEM portal.
7	Technical Bid Opening date & Time	Technical bid shall be opened at 3:30 PM on 28-08-2026.
8	Financial Bid Opening date & Time	The date and time for opening of financial bid will be intimated to technically qualified bidders separately.
9	Bid Validity	90 days from date of opening of Technical Bid.
10	Tender document	Available on GeM portal. The tender is also available on CPPP Portal and PNGRB website. **However, bids are to be submitted online on GeM portal only**.
11	Bid Security/ Earnest Money Deposit (EMD) (To be enclosed with the Technical Bid only)	NIL. However, bidders are required to furnish Bid Security Declaration in lieu of EMD, as per the attached Annexure-VI of tender document.

12	Bid Eligibility Criteria	The intending tenderers shall have to furnish proof of their bidder eligibility and experience along with the Technical Bid: 1. The Consultant should be a Practicing Chartered Accountant ("CA") Firm/Company with minimum 4 partners as on the date of submission of bid. 2. The Consultant should have minimum 10 years of experience in the field of audit and review of financial statements for clients. 3. The Consultant should have successfully completed at least one internal audit of Autonomous Body/Regulatory Authority/ Public Sector Undertaking (in numbers) on or after 01.04.2021. 4. The Consultant should have successfully completed at least one statutory audit of annual financial statements of Public Sector Undertaking (in numbers) on or after 01.04.2021
13	Amount of Performance Security to be submitted by the Successful bidder.	5% of the contract value, valid upto 31.12.2028 and extended for such further period as directed by PNGRB including in the event of extension of contract.
14	Signing of contract	Contract is to be signed within 7 days from the date of issue of LOA.
15	Time period for completion of work awarded	As per specified timelines in Section B of Tender Documents
16	Quantum of Price Reduction for default in completion of the scope of work as per the contract	At the rate of 0.5 % of the contract value per week or part thereof subject to a maximum of 10% of the contract value.
17	Bank details for online payment (NEFT/RTGS)	Name of the beneficiary: Petroleum and Natural Gas Regulatory Board Name of Bank: State Bank of India, Parsvnath Tower, Gole Mkt, New Delhi 110001 Branch: CAG-II, New Delhi Current Bank Account No: 37701381383 IFSC Code: SBIN0017313

18	**Annexures to Tender Document**	
a)	Bid Forwarding Letter	Annexure I
b)	Proforma of Authority Letter issued in favour of signatory for signing the tender document	Annexure II-A

c)	Proforma of Authority Letter for attending technical bid opening and financial bid opening	Annexure II-B
d)	Evaluation of Technical Bid (QCBS parameters)	Annexure III
e)	Details of the bidder	Annexure IV
f)	Bidder's particulars with respect to Bid eligibility Criteria	Annexure V
g)	Format of Bid Security Declaration from Bidders	Annexure VI
h)	Draft Contract	Annexure VII
i)	Proforma for Performance Bank Guarantee	Annexure VIII
j)	Form of Insurance Surety Bond toward Performance Security	Annexure IX
k)	Format of Undertaking by the Bidders	Annexure X
l)	Financial Bid	Annexure XI

Note:

1. In case the day specified above happens to be a holiday in PNGRB, the next working day shall be implied.
2. Any bidder, who meets the Bid Eligibility Criteria (BEC) and wishes to quote under this Tender Document, may download the complete Tender Document along with its amendment(s) if any from GeM portal or PNGRB website https://pngrb.gov.in/eng-web/tender.html of Invitation to bid and submit their Bid complete in all respects as per terms & conditions of Tender Document on or before the Due Date & Time of Bid Submission
3. Bidder(s) are advised to submit their bid strictly as per terms and conditions of the Tender Documents and not to stipulate any deviations/exceptions.
4. The bidder shall certify that:
   a. Its bid submission is genuine and is not made in the interest of or on the behalf of any undisclosed person, association of persons, firm, company, or co-operative society, and is not submitted in conformity with and agreement of any undisclosed person, association of persons, firm, company, or co-operative society.
   b. It has not solicited or induced any undisclosed person, association of persons, firm, company, or co-operative society to refrain from submitting the bid.
5. Bidders are requested to submit the documents / confirmations strictly as prescribed in the tender document.
6. PNGRB reserves the right to accept or reject any or all bid (s), and to annul the tender process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the PNGRB's action.
7. The bidder is expected to examine all the contents of the tender document, including all instructions, forms, terms and conditions and all the rules of PNGRB. The tender document together with all its annexures thereto shall be considered to be read, understood and accepted by the bidder. Failure to furnish any information required as per the tender document or submission of tender document not complete in every respect will be at bidder's risk and may result in the rejection of the Bid.
8. The tender document shall contain no erasure or overwriting except as necessary to correct errors made by the bidder. Erasures or other changes, if unavoidable, in the tender document

shall be done neatly by cutting the words or lines with the initials of the person signing the tender document, else it shall be rejected. Tender document with overwriting or erasure by using the white ink or any other colour fluid shall also be rejected.

9. For any clarifications on ‘Tender Document’, the Bidders may write or contact:

    Secretary,
    Petroleum and Natural Gas Regulatory Board,
    World Trade Centre, Tower E, 4th Floor, Nauroji Nagar, New Delhi – 110029
    (Phone No.: 011-21600080)

Thanking You

SECRETARY

For and on behalf of
Petroleum and Natural Gas Regulatory Board

Section-B
Tender Document

I. Background

1. In terms of Petroleum and Natural Gas Regulatory Board Act, 2006 (*hereinafter referred as the 'Act')* , PNGRB is empowered to regulate the refining, processing, storage, transportation, distribution, marketing and sale of petroleum, petroleum products and natural gas, excluding production of crude oil and natural gas so as to protect the interests of consumers and entities engaged in specified activities relating to petroleum, petroleum products and natural gas and to ensure uninterrupted and adequate supply of petroleum, petroleum products and natural gas in all parts of the country and to promote competitive markets and for matters connected therewith or incidental thereto.

2. The office of PNGRB is at New Delhi and all the accounts and other relevant records are being maintained by PNGRB at its New Delhi Office.

3. The Board Members of PNGRB are appointed by Central Government in accordance with the terms and conditions laid down in the Act. PNGRB carries out its activities and operating through personnel taken on deputation from Central Government and Public Sector Undertakings as well as personnel engaged on short term contracts.

4. PNGRB is meeting its expenses from interest income earned on investment of surplus funds and recurring other charges levied on regulated entities under Petroleum and Natural Gas Regulatory Board (Levy of Fee and Other Charges) Regulations, 2007.

5. Vide the gazette Notification No. 118/2024 dated 12 November 2024, income arising to PNGRB is exempt from Income Tax under section 10(46A) of Income Tax Act, 1961.

II. Activities of Finance & Accounts

1. The major finance and accounting activities being carried out by PNGRB are as under:

    a) Levy and collection of fees and other charges as per Petroleum and Natural Gas Regulatory Board (Levy of Fees and Other Charges) Regulations, 2007.

    b) Investment of surplus funds as per the PNGRB's Board approved investment policy mainly lying in the i) PNGRB fund; and ii) Imbalance Fund. The Imbalance Fund account is maintained by PNGRB where all charges paid by natural gas transporters on account of imbalances and overrun in terms of Petroleum and Natural Gas Regulatory Board (Access Code for Common Carrier or Contract Carrier Natural Gas Pipelines) Regulations, 2008 are credited.

    c) Payment of salaries to Board members, salary payment and/or reimbursement of salaries and different claims of deputationists to their parent organisations, remuneration to consultants, payment of expenses and statutory dues like TDS, PF etc.

    d) PNGRB does not have any registration under GST as of now except for the TDS on GST. Accordingly, deduction and payment of the same is made and returns are filed as per the due dates. Other statutory returns are filed with the respective authorities as per their due dates.

    e) Other accounting, tax, coordination with audit, budgeting, information compilation works, maintenance of performance bank guarantees given by various CGD and pipeline entities, etc are maintained by the PNGRB.

    f) PNGRB is maintaining its accounts on SAP-Business One. Based on the current trends PNGRB generates approximately 300 vouchers per month. However, this number may undergo change as per the activities of PNGRB.

2. PNGRB prepares and finalizes annual statement of accounts as per the Petroleum and Natural

Gas Regulatory Board (Annual Statement of Accounts and Records) Rules, 2017 and amendments thereafter. The process of finalization of accounts is as under:

a) Central Government has notified Petroleum and Natural Gas Regulatory Board (Annual Statement of Accounts and Records) Rules, 2017 on 20th February 2017 (*hereinafter referred as Accounts Rules 2017)* and amended on 5th June 2020 (same is available on PNGRB website- **www.pngrb.gov.in).**

b) In terms of Rule 3 (3) of Accounts Rules 2017, the annual statement of accounts is placed before the PNGRB Board for approval before submission to Comptroller and Auditor General of India (C&AG) for certification. In terms of Rule 3 (4) of Accounts Rules 2017, the Secretary of the Board shall submit to the Central Government the Annual Statement of Accounts duly approved by the Board and certified by the Comptroller and Auditor General of India or his authorised representative, on or before 31st December of the following year to which the account relates to be laid before Parliament.

c) In terms of Rule 3(5), the approved Annual Statement of Accounts shall be submitted to the Audit Officer on or before the 30th June following the year to which the accounts relate and the Audit Officer shall audit the accounts of the Board and report thereon.

d) Based on examination of records, Audit Officer issues audit observations for PNGRB's initial response followed by Draft Separate Audit Report (DSAR) for PNGRB's final reply. Thereafter, C&AG submits final Separate Audit Report (SAR) on the PNGRB's Annual Statement of Accounts.

3. The previous year(s) annual statement of accounts is available on the PNGRB website **(www.pngrb.gov.in).** Bidders are advised to go through the PNGRB website besides this tender to acquaint themselves with PNGRB operations and activities.

III. Scope of Work

The scope of work shall include the following: -

1. Vouching, review of internal financial controls and accounting policies, notes on accounts, Issuance of Internal Control Report, compliance of assurances given to Audit etc.
2. Facilitate and review the Annual Statements of Accounts for the financial year 2026-27 and 2027-28 in accordance with Petroleum and Natural Gas Regulatory Board (Annual Statement of Accounts and Records) Rules, 2017 and Petroleum and Natural Gas Regulatory Board (Annual Statement of Accounts and Records) Amendment Rules, 2020, as amended from time to time.
3. Provide necessary support and clarifications to facilitate timely resolution of audit observations raised by C&AG during audit and certification of Annual Statements of Accounts for the financial year 2026-27 and 2027-28.
4. Bidders are advised to refer to Clause IV ("Timelines") and Clause XV ("Work Methodology") for the schedule of work, deliverables and timelines for completion.

IV. Timelines

Time is of essence for completion of financial statements. The activities enumerated above shall be completed by the Consultant as per schedule below:

Accounting Period	Period	Latest Start Date	End Date
FY 2026-27	Interim Accounts 1st April - 30th September 2026	01st November 2026	30th November 2026
FY 2026-27	Annual Accounts	15th April 2027	14th May 2027
FY 2027-28	Interim Accounts 1st April - 30th September 2027	1st November 2027	30th November 2027
FY 2027-28	Annual Accounts	15th April 2028	14th May 2028

(*) Interim Accounts are prepared for developing good controls even though they are not mandatory as per the Accounts Rules 2017.

V. <u>Method of Selection & Bid Eligibility Criteria</u>

a) Two Bid System (Technical Bid & Financial Bid) with Quality and Cost Based Selection (QCBS) would be followed. Evaluation of the bidders on detailed techno-financial parameters will be done with 70% weightage to technical bid and 30% weightage to financial bid.

b) The detailed parameters and bid eligibility criteria for evaluation of technical bid are placed at ***<u>Annexure III</u>.***

c) **Pre-Bid Meeting*:*** A pre-bid meeting will be held **12-08-2026** at PNGRB office, World Trade Center, Nauroji Nagar, New Delhi to clarify any doubts or queries regarding the tender documents, technical specifications, and terms of contract. The bidders or their authorized representative may choose to attend the pre-bid meeting at PNGRB premises. During the course of pre-bid meeting, the bidders will be free to seek clarifications and explanations. PNGRB shall endeavor to provide clarifications and explanations and such further information as it may, at its sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding process.

The text of the questions raised and the responses that may become necessary because of the pre-bid meeting, will be prepared in the form of addendum/corrigendum/clarifications to the tender document and will be uploaded on websites of PNGRB and not through the minutes of the pre-bid meeting.

VI. <u>Submission of Bids and Documents</u>

1. Bid Forwarding letter as per ***<u>Annexure- I</u>***
2. **Technical Bid** - Duly signed and stamped Technical Bid should be submitted and accompanied by the following documents: -

   a) Letter of Authority for attending Technical Bid Opening and Financial Bid Opening as per ***<u>Annexure - II</u>***

   b) Details about the bidder as per ***<u>Annexure - IV</u>***

   c) All documents/Proof in support of the bidder's bid eligibility criteria listed in Annexure-III (List of documents to be provided in ***<u>Annexure-V</u>***)

   d) Bid Security Declaration in Lieu of EMD as per ***<u>Annexure - VI</u>***

e) Draft Contract as per ***Annexure - VII***

f) Performance Bank Guarantee as per ***Annexure VIII***

g) Form of Insurance Surety Bond towards Performance Security as per ***Annexure IX***

h) Undertaking by the Bidders as per ***Annexure X***

3. **Financial Bid**: The financial bid should be submitted separately in the prescribed format in ***Annexure – XI***.

4. Technical Bid and Financial Bid should be addressed to the Secretary, Petroleum and Natural Gas Regulatory Board, E-400, 4th Floor, Tower-E, World Trade Center Nauroji Nagar, New Delhi 110029.

5. Bids shall be submitted online through the GeM Portal on or before **28-08-2026**.

6. Bids that are complete and comply with the requirements and conditions of the tender shall be considered responsive. Bids that do not meet these requirements shall be treated as non-responsive and rejected.

7. **One Bid Per Bidder**

   A Bidder shall submit only 'one bid' in the same Bidding Process. A Bidder who submits or participates in more than 'one bid', will cause all the bids in which the Bidder has participated to be disqualified. Alternative Bids shall not be considered.

8. **Language of Bid**

   The bid prepared by the Bidder and all correspondence, document(s), certificate(s) etc. relating to the Bid exchanged by Bidder and PNGRB shall be written in English language only. In case a document, certificate, etc. furnished by the Bidder in a language other than English, the same should be accompanied by an English translation duly signed the Bidder's authorised signatory with official seal, in which case, for the purpose of interpretation of the Bid, the English translation shall govern.

9. **Bid Currencies:**

   Bidders must submit bid in Indian Rupees only.

VII. Period of validity of bid

Bids shall remain valid for 90 days from date of opening of technical bid. A bid valid for a shorter period, will be considered as technically non-responsive and liable to be rejected by PNGRB.

VIII. Bid Security/ Earnest Money Deposit (EMD)

A bidder shall submit Bid Security Declaration (Format in **Annexure VI**) in lieu of EMD, failing which their bid will be liable to be treated as 'Bid without EMD' and rejected.

IX. Rejection of bid

Notwithstanding any other terms and conditions and circumstances leading to rejection of offer, offer of any bidder is liable for rejection in any of the following circumstances:

a) Does not submit Bid Security Declaration within stipulated time.

b) Does not fulfil bid eligibility criteria (BEC) as per tender document.

c) Submits the tender late i.e. after due date and time.

d) Non submission of financial bid and technical bid separately.

e) Stipulates the validity period of bid less than what is stated in the tender document.

f) Stipulates his own conditions and does not agree to withdraw the deviations, rendering his bid unacceptable.

g) Does not disclose the full names and the addresses of all his partners or directors as applicable wherever specifically called for in the tender during evaluation process.

h) Does not submit bid in the prescribed format making it impossible to evaluate the bid.

i) Indulges in tampering of tender documents.

j) Does not conform to any tender condition which stipulates non-conformance of tender conditions as a rejection criterion.

k) Within the validity period, if the party increases the price or refuses to keep their offer valid without variation, the bid shall be rejected and liable for initiation of other punitive actions, as deem fit.

X. Method of evaluation of bids

A. Technical Bid Evaluation

1. **Opening of technical bids:** The technical bids shall be opened by an internal committee of PNGRB at **3:30 PM** on **28-08-2026**. The bidders or their authorized representative may choose to attend bid opening at office premises at Petroleum and Natural Gas Regulatory Board, E-400, 4th Floor, Tower-E, World Trade Center Nauroji Nagar, New Delhi 110029.

2. Technical marks are assigned out of the maximum 100 (Hundred) marks, to each of the responsive bids. Bid with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other bid be given technical score that are proportional to their marks w.r.t. the highest technical marks.

3. The bidders who are qualifying as per the technical evaluation criteria would be considered as technically responsive. Remaining bidders would be considered technically disqualified/ non-responsive and their bids would not be evaluated or assessed further. The minimum qualifying marks in the Technical Evaluation shall be 60, subject to the condition that bidder would have to score at least 10 marks under each parameter listed in Annexure-III. Bidders failing to secure the minimum qualifying marks in any parameter shall be treated as technically disqualified irrespective of score earned in other three parameters. The schedule for opening the financial bids will be communicated to technically qualified bidders. (Note: The weight given to the technical score may not be confused with the minimum qualifying technical marks. For example, the weightage given to financial marks will be 30% (thirty per cent) and technical marks will be given weightage of 70% (seventy per cent). However, the qualifying technical marks to be a technically responsive bid are 60 marks).

B. Financial Bid Evaluation

1. After technical evaluation, financial bids will then be opened only for eligible and technically responsive bids.

2. The bidders are required to quote amount as per the financial bid (***Annexure XI***) for the entire work as described under the scope of work.

3. While quoting the fee for the scope of work, the bidders are advised to consider the nature

and coverage of the work and quote fee accordingly. PNGRB reserves the right not to consider bids found abnormally low.

4. For evaluation of financial bids, the bid amount to be considered shall be the total amount as quoted in financial bid **(*Annexure XI*).**

5. The financial bids are awarded marks based on relative ranking of quoted amount. Proposal with the lowest quoted amount shall be given a financial score of 100 (hundred). Other bidder's financial bids would be given scores that are inversely proportional to the lowest financial bid.

C. Evaluation of Combined Bid Score

The total marks, both technical and financial, shall be obtained by weighing the technical and financial marks and adding them up. On the basis of the combined weighted score for technical and financial, the bidder shall be ranked in terms of the total score obtained. The bid obtaining the highest total combined score in evaluation will be ranked as H-1 followed by the bid securing lesser score as H-2, H-3 etc. The bidder securing the highest combined score and ranked H-1 may be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1.

To sum up the QCBS selection process, an evaluated bid score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B = \frac{C_{low}}{C} * 0.3 + \frac{T}{T_{high}} * 0.7$$

Where,

C	=	Evaluated Bid Price
C low	=	Lowest of all evaluated bid prices among responsive Bids
T	=	Total technical score awarded to the Bid
Thigh	=	Technical score achieved by the bid that has scored best among all responsive bids

The bid with the best evaluated bid score (B) among responsive bids shall be the most advantageous bid.

Example

(I) In a particular case of selection of bidder, it was decided to have minimum qualifying marks for technical qualifications as 60 (Sixty) and the weightage of the technical bids and financial bids was kept as 70: 30 (Seventy: Thirty). In response to the tender, four bids, A, B, C & D were received. The technical evaluation committee awarded them following marks as under:

A: 75 marks

B: 80 marks

C: 90 marks

D: 65 marks (but fails to score minimum 10 marks under parameter # 4, ***Annexure-III***)

E: 55 marks

The minimum qualifying marks are 60 (sixty) subject to the condition that bidder would have to score at least 10 marks under each parameter. Thus, only three bids A, B & C are found technically responsive and other two bidders i.e. D and E are technically non-responsive and therefore not evaluated/assessed further. Using the formula T/T_{high} (as discussed above), the following technical points are awarded by the evaluation committee:

A	:	75/90	=	83 points
B	:	80/90	=	89 points
C	:	90/90	=	100 points

(II) The financial proposals of each responsive bidder will be opened after notifying the date and time of bid opening to the successful bidders. The price evaluation committee will examine the financial bid and evaluated the quoted prices as under:

A	:	₹ 120
B	:	₹ 100
C	:	₹ 110

Using the formula C_{low}/C (as discussed above), the financial bids of the bidders will get score/points as detailed below:

A	:	100/120	=	83 points
B	:	100/100	=	100 points
C	:	100/110	=	91 points

(III) Thereafter, based on joint evaluation of technical bid and financial bid, the combined score is as under:

Proposal A	:	83 x 0.30	+	83 x 0.70	=	83 points.
Proposal B	:	100 x 0.30	+	89 x 0.70	=	92.3 points
Proposal C	:	91 x 0.30	+	100 x 0.70	=	97.3 points.

The three proposals in the combined technical and financial evaluation are ranked as under:

Proposal A	:	83 points	:	H-3
Proposal B	:	92.3 points	:	H-2
Proposal C	:	97.3 points	:	H-1

Proposal C, evaluated as H-1, having quoted amount of ₹ 110 (Rupees one hundred and ten) shall be declared as winner and recommended by PNGRB tender evaluation committee to the competent authority for negotiations/approval.

XI. <u>Team of Consultant</u>

The consultant shall depute a team of at least 2 members for the job/assignment along with at least one full time qualified Chartered Accountant with a minimum experience of 5 years for review of accounts during the execution period at PNGRB. The consultant shall be required to put at least 60 man days for each half year in both the years. Review of PNGRB’s books of accounts shall be carried out from the premises of PNGRB.

XII. Negotiations and Award of contract

(A). Bidders are to quote their most competitive rates. Negotiations will not be conducted with the bidders as a matter of routine. However, PNGRB reserves the right to conduct negotiations.

Ordinarily H-1/Rank-1 responsive bids shall be preferred. However, the PNGRB reserves the right not to accept the H-1 bid, if in its opinion this would not be in the interests of PNGRB.

In case the H-1/Rank–1 bidder has been called for price negotiation, following additional notes shall apply:

(i) The person attending the meeting should have valid power of attorney/ authorization to attend the meeting and empowered/ authorized to take decision across the table/ during the meeting itself on behalf of the bidder (***Annexure II***).

(ii) The meeting shall be held for the purpose of negotiation of prices only and no other techno commercial issues related to the subject tender shall be discussed during the meeting.

(iii) In the event of failure of the contemplated negotiation(s), the original tender/ reduced rates after previous negotiation (if any) shall remain open for acceptance by PNGRB on its original terms and conditions as per PNGRB's discretion.

(iv) Such negotiation meeting may be held either physically in the office of PNGRB or through telephone/ webinar/video-conference followed by written confirmation to be duly acknowledged by PNGRB and the bidder.

(B) Post negotiation, if any, the selected consultant will be awarded the work and letter of acceptance (LOA) shall be issued by PNGRB. Upon expiry of the initial assignment period of two (2) years, PNGRB may, at its sole discretion, extend the assignment for a further period of up to one (1) year on the same terms and conditions as the original contract. The fees payable during the extended period shall be the same as those applicable for the second year of the original contract.

XIII. Signing of contract

The selected consultant shall sign the contract within 7 days of issuance of the Letter of Acceptance (LOA).

XIV. Performance Security

1. The selected consultant, within 7 days from the date of issue of LOA by PNGRB, will be required to submit performance security in the form of Account Payee Demand Draft, online payment, Fixed Deposit Receipt from an Indian Scheduled Commercial Bank, Bank Guarantee including e-Bank Guarantee (as per the format given in ***Annexure-VIII),*** Insurance Surety Bond (***Annexure-IX***) for 5% of the contract value. The performance security shall remain valid up to 31st December 2028, and extended for such further period as directed by PNGRB. In the event of extension of the contract for a further period of one year, the validity of performance security furnished by the consultant shall also be extended for the corresponding period. The performance security shall remain valid and enforceable throughout the extended period of the contract and until the completion of all contractual obligations of the consultant. The consultant shall ensure that the extended performance security is submitted to the PNGRB before expiry of the existing performance security.
2. Detailed Work Order shall be placed only after receipt of acceptable Performance Security.
3. PNGRB shall not be liable to pay any bank charges, commissions or interest on the amount

of Performance Security.

4. Performance Security shall be refunded/ returned to the Consultant after successful completion of work.

5. Failure of the successful bidder to comply with the requirement and conditions of the tender/ contract at any stage of the work shall constitute a default and sufficient grounds for the annulment of the award, in which case PNGRB shall forfeit the Performance Security and may award the contract to the next lowest evaluated bidder or call for new bids at the risk and cost of the successful bidder, besides initiating a legal action as per the rules/laws and debarring the bidder for at least 3 years .

6. The Performance Security shall remain entirely at disposal of PNGRB as a security for the satisfactory completion of the work in accordance with the terms and conditions of the assigned work.

XV. Work Methodology and Deliverables

i) Entry Meeting: On issue of letter of award an entry meeting will be conducted with the consultant to mutually discuss and finalize the execution plan keeping in mind the deadline for submission of financial statements. Consultant should review its work plan and if required can even start the work prior to the Latest Start Date for timely completion of this activity on or before the End Date mentioned in clause IV.

ii) Exit meeting: Subsequently, after completion of the work, an exit meeting shall be conducted with the Consultant.

iii) Internal Control Report: Consultant shall provide a separate report on the weakness along with necessary steps/ mitigations for strengthening internal controls, wherever required. The draft report shall be submitted to PNGRB at least 10 days prior to the End Date. However, this will not impact the completion of work of facilitation and review of Annual Statement of Accounts in accordance with the timelines of End Date. The same shall be reviewed by PNGRB and comments shall be submitted by PNGRB within 7 days of its submission by the Consultant. Accordingly, final Internal Control Report shall be submitted latest by the End Date.

iv) The Annual Statement of Accounts reviewed by the Consultant shall be put up to the PNGRB Board for its approval and the approved Annual Statement of Accounts shall be submitted to C&AG for audit.

XVI. Payment terms

1. The payment shall be released in the following manner:

i. Review of Annual Statement of Accounts for financial year 2026-27

a. 20% on completion of review of accounts and submission of report on measures to strengthen the internal control system for the first half i.e.1st April 2026 to 30th September 2026.

b. 10% on acceptance of half yearly financial statements along with report on measures to strengthen the internal control system by PNGRB Board.

c. 40% on completion of review of Annual Statement of Accounts for the full year 2026-27 along with final report on measures to strengthen the internal control system.

d. 20% on acceptance of financial statements along with final report on measures to strengthen the internal control system by PNGRB Board.

e. Balance 10% payment will be released on receipt of final Separate Audit Report from the C&AG and replies to the same approved by PNGRB Board for the financial year;

ii. Review of Annual Statement of Accounts for financial year 2027-28

a. 20% on completion of review of accounts and submission of report on measures to strengthen the internal control system for the first half i.e. 1st April 2027 to 30th September 2027.

b. 10% on acceptance of half yearly financial statements along with report on measures to strengthen the internal control system by PNGRB.

c. 40% on completion of review of Annual Statement of Accounts for the full year 2027-28 along with final report on measures to strengthen the internal control system.

d. 20% on acceptance of financial statements along with final report on measures to strengthen the internal control system by PNGRB Board.

e. Balance 10% payment will be released on receipt of final Separate Audit Report received from C&AG and replies to the same approved by PNGRB Board for the financial year.

2. It is clarified that no out-of-pocket expenses will be paid/ reimbursed by the PNGRB towards executing the work provided under this tender document.

3. The payment shall be released via NEFT/RTGS after deducting the applicable taxes within 15 working days upon receipt of Invoice in accordance with payment terms as above.

XVII. Price reduction for default in timely completion

In the event of the delay in completion of scope of work beyond stipulated period specified in the contract, the Consultant will be liable to effect price reduction @ 0.5% of contract value per week or part thereof, but not exceeding 10 % of the total contract value. Part thereof means, that part of the week will be treated as full week eg. a delay of one week and one day and so on will be treated as delay of two weeks (not for one week and one day) and price reduction will be affected accordingly. The value so arrived shall be exclusive of taxes and duties.

XVIII. Amendment of Tender Document

At any time prior to the deadline for submission of bids, PNGRB may, at its own discretion and for any reason whatsoever, whether at its own initiative or in response to a clarification requested by a bidder, modify the original Tender Document by notifying any such amendment as may be drafted/ incorporated in the original Tender document. The amendment will be communicated in writing by Email and/or Letter to all bidders who had originally received the said Tender Document and will be uploaded on GeM Portal as well as web site www.pngrb.gov.in under the head ‘Tenders’ in Main Menu, and on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in.

In order to allow the bidders reasonable time to take the amendment into account in preparing their bids, PNGRB may at its sole discretion, extend the deadline for the submission of bids and any such extension be conveyed to all the bidders.

XIX. Confidentiality

1. The Consultant is expected to maintain absolute confidentiality of the data or any information that may be made available during the project. The Consultant shall ensure that such information is not shared with any other team or person not involved in the assignment and shall take adequate measures to avoid any conflict of interest.

2. The Consultant shall ensure that the personnel assigned for the work maintains the

confidentiality. In no way the information shall be revealed to any unauthorized personnel/person (s).

3. The Consultant shall deal with the PNGRB directly and make formal requests to the PNGRB only for making available the data or explanations/ clarifications as may be required during the exercise. The PNGRB while taking into consideration the relevance of the requirements and the need to protect the confidentiality of the data or information may formally share the same with the Consultant. The decision of the PNGRB shall be final with regard to its decision to either provide in full or in part or not to provide any subsequent data or information and the Consultant shall have the right to use such disclaimers as may be allowed in accordance with the code of conduct as per the applicable law in the final reports.

Section – C

ANNEXURES TO TENDER DOCUMENT

Annexure – I

Bid Forwarding Letter

(The bidder shall submit the bid forwarded in this format on their letter head duly signed by the bidder or authorized signatory along with official seal.)

Date:

To

The Secretary,
Petroleum and Natural Gas Regulatory Board,
E-400, 4th Floor, Tower E, World Trade Centre,
Nauroji Nagar,
New Delhi 110029

Subject: Hiring of Consultant for Review of Accounts

Dear Sir,

We enclose herewith the complete bid document as required:

A. Technical Bid accompanied by the following documents: -

   i. Letter of Authority/documentary proof of authorized signatory, issued in favor of signatory of Tender document as per Annexure – II-A.

   ii. Letter of Authority /documentary proof of authorized signatory, issued in favor of personnel for attending Technical Bid Opening and Financial Bid Opening as per Annexure – II-B.

   iii. Details about the bidder as per Annexure – IV.

   iv. All documents/Proof in support of the bidder's bid eligibility criteria listed in Annexure-III (List of documents to be provided in Annexure-V).

   v. Bid Security Declaration in Lieu of EMD as per Annexure – VI.

   vi. Draft Contract as per Annexure – VII.

   vii. Performance Bank Guarantee as per Annexure-VIII.

   viii. Form of Insurance Surety Bond towards Performance Security as per Annexure-IX.

   ix. Undertaking by the Bidders as per Annexure-X.

   x. Full set of signed 'Tender document' along with addendum/corrigendum and annexures, duly signed by the bidder or authorized signatory along with official seal/stamp on all pages sequentially numbered.

   xi. Bidder to indicate additional documents point-wise with nature of document with a proper index giving page number.

   xii. Date of validity of the bid:

B. **Financial Bid**: The financial bid on bidder's letterhead should be submitted separately in the prescribed format in Annexure – XI.

Date:

Place:

Name and Signature of bidder and authorized Official Seal

Details of enclosures:

1.

2.

3.

Annexure- II-A

Proforma of Letter of Authority issued in favor of signatory for signing the tender documents

Date:

The Secretary

Petroleum and Natural Gas Regulatory Board (PNGRB)

E-400, 4th Floor, Tower-E, World Trade Center

Nauroji Nagar,

New Delhi – 110029

Subject: Hiring of Consultant for Review of Accounts

Dear Sir,

We... hereby authorize following personnel to sign the Tender Document against your Tender No PNGRB/Com/4-Audit/2026 for Hiring of Consultant for Review of Accounts

1. Name & Designation......................... Signature............................
2. Name & Designation........................ Signature............................

We confirm that we shall be bound by all and whatsoever our representative(s) shall commit.

Yours faithfully,

Signature..

Name & Designation...........................

For & on behalf of.............................

Note: This Letter of Authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

Annexure- II-B

Proforma of Letter of Authority for attending technical bid opening and financial bid opening

Date:

The Secretary

Petroleum and Natural Gas Regulatory Board (PNGRB)

E-400, 4th Floor, Tower-E, World Trade Center

Nauroji Nagar,

New Delhi – 110029

Subject: Hiring of Consultant for Review of Accounts

Dear Sir,

We.. hereby authorize following representatives(s) to attend the technical bid opening and financial bid opening against your Tender No.

PNGRB/Com/4-Audit/2026 for Hiring of Consultant for Review of Accounts.

1. Name & Designation......... Phone………. Signature...........................
2. Name & Designation...........Phone………. Signature...........................

We confirm that we shall be bound by all and whatsoever our representative(s) shall commit.

Yours faithfully,

Signature..

Name & Designation...........................

For & on behalf of.............................

Note: This Letter of Authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

Annexure – III

Evaluation of Technical Bid (QCBS Parameters)

S. no.	Parameter	Max marks	Scaling of marks
1	Number of full-time partners in the firm as on the date of bid submission.	25	10 or more: 25 marks 7 to 9: 20 marks 5 to 6: 15 marks 4 : 10 marks
2	Experience of Firm (in number of completed years) from date of registration in the field of audit and review of financial statements for clients.	25	25 or more: 25 marks 20 to 24: 20 marks 15 to 19: 15 marks 10 to 14 : 10 marks
3	Bidders has successfully completed internal audit of Autonomous Body/Regulatory Authority/ Public Sector Undertaking (in numbers) on or after 01.04.2021.	25	4 or more: 25 marks 3: 20 marks 2: 15 marks 1: 10 marks
4	Bidders has successfully completed statutory audit of annual financial statements of Public Sector Undertaking (in numbers) on or after 01.04.2021	25	4 or more: 25 marks 3: 20 marks 2: 15 marks 1: 10 marks
	Maximum achievable marks	**100**	

Documents:

Criteria 1: For this criterion, copy of Firm Registration Certificate and membership number issued by the Institute of Chartered Accountants of India would require to be submitted.

Criteria 2: For this criterion, brief resume of the CA firm highlighting its experience and Certificate of Registration of Firm would be sufficient.

Criteria 3/4: For these criteria, bidder would require to submit completion certificate/other suitable documentary evidence from the client organization i.e. Autonomous Body/Regulatory Authority/ Public Sector Undertaking showing reference of work order with number and date, evidencing completion of the assignment and value thereof.

Annexure – IV

Technical Bid

Details about the Bidder

S.no.	Particulars	Information/ Documents
1.	Name of the Company/ Firm	
2.	Address of the Company/ Firm	
3.	Contact Person name and Address of Communication.	
4.	Date of inception of Company/Firm	
5.	Experience required as per tender conditions	Attach work orders, completion certificates and resume of the firm
6.	Details of services provided by the Company/Firm	Attach supporting documents
7.	Whether the Company/Firm is blacklisted by any Govt. Department/Regulatory Authority/ PSU on or after 01.04.2021 or any criminal case is registered against the Bidder.	Yes/No
8.	Self-attested copy of PAN and GST Registration	Attach documents.
9.	Number of persons who are proposed to be associated for executing the assignment with name including that of the Team Leader.	Attach CVs duly certified by the authorized person of the Bidder.
10.	Confirmation that all the T&C of the tender are acceptable without any deviations.	

All above enclosures must be valid.

Date:

Signature & Seal of the Bidder

Annexure – V

Technical Bid

Bidder's particulars with respect to Bid Eligibility Criteria

The bidder shall submit all relevant proofs for eligibility criteria as specified at Annexure-III of this tender document and attach copies of relevant documents -

Sr. No.	Item	Response
1		
2		
3		
4		

Attached are copies of the supporting documents indicating that all the above Bid eligibility Criteria (as required in this tender document) are fulfilled

Enclosures: 1.

2.

3.

4.

Name and Signature of bidder or authorized

Signatory Official

Annexure – VI

Technical Bid

Format of Bid Security Declaration from Bidders In Lieu Of EMD

(On Bidder's letter Head)

I /We, the authorized signatory of M/s ,,,,,,,,,,,,,,,,,,participating in the subject Tender No: PNGRB/Com/4-Audit/2026, for the job................. of do hereby declare that:

We understand that according to the conditions of this tender document, the bid must be supported by a Bid Securing Declaration In lieu of Bid Security/EMD

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Petroleum and Natural Gas Regulatory Board for a period of 1 year from the date of opening of technical bid of this tender if we breach our obligation(s) under the tender conditions if we:

1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
2) being notified within the bid validity of the acceptance of our bid by PNGRB:
    a) Refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
    b) Fail or refuse to sign the contract.

Signature and seal of authorized signatory of bidder

Name of authorized signatory

Annexure – VII

Technical Bid
Draft Contract

Articles of Agreement made on this ________________________day of _____________two thousand and ___________________between ________________as the first party and the Petroleum & Natural Gas Regulatory Board (herein after called "Board") as the second party.

Whereas the Petroleum & Natural Gas Regulatory Board has engaged the first party as a Consultant and the party has agreed to the scope of work defined in clause III of Section B of the tender document to the Petroleum & Natural Gas Regulatory Board on the terms and conditions hereinafter contained.

NOW THESE PRESENT WITNESS and the parties hereto respectively agree as follows:

1. The first party shall oblige to the orders of the Board and of the officers and authorities from whom it may from time to time be instructed.

2. The first party shall complete the assignment within timelines as specified under Section B of the bid document.

3. The first party shall not disclose to any unauthorized person any information and data that may be supplied to it by the Board or by any other organization, under the directions of the Board. All such documents shall be the property of the Board including any information that may have come to his knowledge directly or indirectly by virtue of this assignment.

4. In case of any default on the part of the party of the first part in completion of the work within the time schedule agreed to between the parties as herein above, the second party shall be at liberty to get the work completed from any other agency at the risk and cost of the first party and levy penalty as mentioned in the tender document.

5. In case of any differences or disputes between the parties arising out of this Agreement, it shall be constructed as per Indian Laws and Delhi Courts will have jurisdiction to settle any disputes arising out of contract.

6. The payment of fee to the party of first part shall be made by the Board after the deduction of tax at source in accordance with laws for the time being in force and as per payment terms mentioned in the bid document.

7. The Board reserves its right to foreclose, terminate or cancel the engagement of the Consultant without assigning any reasons. In such cases first party shall be paid remuneration after taking into consideration the part of work completed prior to such foreclosure, termination or cancellation of the engagement as may be decided by the Board, and the decision of the Board shall be conclusive and binding. The remuneration so fixed and paid shall be deemed to be the final payment in such cases.

In witness whereof the first party and to the Board on behalf of the Petroleum & Natural Gas Regulatory Board have hereto put their hands the day and the year first above written.

Signed by ________for and on behalf of the first party:

In the presence of:

1.

2.

Signed by ______ to the Board for and behalf of the Petroleum and Natural Gas Regulatory Board

In the presence of:

1.

2.

Annexure – VIII

Technical Bid

Proforma For Performance Bank Guarantee

(The bidder shall provide their acceptance by signing on Proforma of Performance Bank Guarantee by the bidder or authorized signatory along with official seal.)

(Payable at Delhi - Name and address of the bank branch in Delhi where this PBG can be tendered, in case of default by the bidder, is to be provided)

(PERFORMANCE SECURITY) - UNCONDITIONAL

(TO BE STAMPED IN ACCORDANCE WITH STAMP ACT)

Ref.

Bank Guarantee No.:

To

The Secretary,

Petroleum and Natural Gas Regulatory Board, E-400, 4th Floor, Tower E, World Trade Centre,
Nauroji Nagar,
New Delhi – 110 029

In respect of Hiring of Consultant for Review of Accounts against Tender no PNGRB/Com/4-Audit/2026.

In consideration of the Petroleum and Natural Gas Regulatory Board (hereinafter referred to as 'PNGRB) having awarded to grant LOA to M/s ...., a

, having its registered office at ________________(hereinafter called 'the Consultant') to Review of Accounts (hereinafter called 'the service') as per Letter of Award No. ______dated ____

(hereinafter called 'the said LOA') on the terms and conditions contained in the said LOA, which inter-alia provides for production of a Bank Guarantee to the extent of ₹________(in words ____________) for the service by way of security for the due observance and performance of the terms and conditions of the said LOA. We ___(indicate the name and address and other particulars of the Bank) (hereinafter referred to as 'the Bank') at the request of the Consultant hereby irrevocably and unconditionally guarantee to PNGRB that the Consultant shall render all necessary and efficient services which may be required to be rendered by the Consultant in connection with and / or for the performance of the said Consultant and further guarantees that the service which shall be provided by the Consultant under the said LOA, shall be actually performed in accordance with the terms & conditions of the LOA to the satisfaction of PNGRB.

2. We, the Bank, hereby undertake to pay PNGRB an amount not exceeding ₹ …………… (₹…………………only) on written request from PNGRB against any breach with respect to timelines as per prescribed targets and also meeting terms and conditions as per LOA by the consultant during all the phases of the consultancy services, including failure to extend the validity of this guarantee or to give a fresh guarantee in lieu of the existing one.

3. We, the Bank hereby, in pursuance of the terms of the said LOA, absolutely, irrevocably and unconditionally guarantee as primary obligor and not merely as surety the payment of an amount of ₹ ______(₹___only) to PNGRB on written demand to secure due and faithful performance by the Consultant of all his/their obligations under the said LOA.

4. We, the Bank, hereby agree that the decision of PNGRB as to whether the Consultant has failed to or neglected to perform or discharge his duties and obligations under the said LOA and / or whether the service is free from deficiencies and defects and is in accordance with or not of the terms & conditions of the s a i d LOA and as to the amount payable to PNGRB by the Bank hereunder shall be final and binding on the Bank.

5. We, the Bank, do hereby declare and agree that:

   a. the Guarantee herein contained shall remain in full force till .... (expiry date) -.

   b. the PNGRB shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said LOA or to extend time of performance of any obligations by the said LOA from time to time or to postpone for any time or from time to time any of the powers exercisable by the PNGRB against the said Consultant and to forbear or to enforce any of the terms and conditions relating to the said LOA and we shall not be relieved from our liability by reason of any variation or extension being granted to the said Consultant or forbearance act or omission on the part of PNGRB or any indulgence by the Board to the said Consultant or to give such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

   c. any claim which we have against the Consultant shall be subject and subordinate to the prior payment and performance in full of all the obligations of us hereunder and we will not without prior written consent of PNGRB exercise any legal right or remedy of any kind in respect of any such payment or performance so long as the obligations of us hereunder remains owing and outstanding.

   d. This Guarantee shall be irrevocable and the obligations of us herein shall not be conditional of any prior notice by us or by the Consultant.

6. We the BANK undertake not to revoke this Guarantee during its currency except with the previous consent of PNGRB in writing and all claims, under this guarantee shall be payable at ____________________________.

7. Notwithstanding anything contained above, our liability, under the Guarantee shall be restricted to ₹ __________ and our Guarantee shall remain in force until ___________ (expiry date) . Unless a demand under this guarantee is made on us in writing on or before (expiry date) all your rights under the Guarantee shall be forfeited and we shall be released and discharged from all liabilities there under irrespective of whether the original has been returned to us or not.

Dated_________________day __________________ for

____

(Name of the Bank)

Witness:

1………………………….

……………………………

2……………………….

Annexure – IX

Technical Bid

Form of Insurance Surety Bond towards Performance Security
(To be stamped in accordance with Stamp Act of India)

Insurance Surety Bond No.:

Date:

To

The Secretary,

Petroleum and Natural Gas Regulatory Board,
E-400, 4th Floor, Tower E, World Trade Centre,
Nauroji Nagar,
New Delhi – 110 029

Dear Sir,

In consideration of the Petroleum and Natural Gas Regulatory Board (hereinafter referred to as the 'PNGRB' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s.................... [Consultant Name]............................ with its Registered/Head Office at .... (Hereinafter referred to as the 'Consultant', which expression shall unless repugnant to the context or meaning thereof, include its successors administrators, executors and assigns), a contract by issue of PNGRB's order No................. dated……. and the same having been unequivocally accepted by the Consultant, resulting into a contract bearing No. .... dated ...., valued at .... for and the Consultant having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract equivalent to 5% (five percent) of the said value of the contract to the PNGRB.

We ....[Name & Address of the Insurer] .... having its Head Office at .... (hereinafter referred to as the 'Insurer', which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the PNGRB, on demand any and all amount payable by the Consultant to the extent of ....(*)................... as aforesaid at any time up to..[days/month/year] without any condition, demur, reservation, contest, recourse or protest and/or without any reference to the Consultant. Any such demand made by the PNGRB on the Insurer shall be conclusive and binding notwithstanding any difference between the PNGRB and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Insurer undertakes not to revoke this Insurance Surety Bond during its currency and or any period extended under the contract, without prior consent of the PNGRB and further agrees that the guarantee herein contained shall be enforceable till the PNGRB discharges this guarantee.

The PNGRB shall have the fullest liberty, without affecting in any way the liability of the Insurer under this Insurance Surety Bond, from time to time to extend the performance of the Contract by the Consultant for the purpose of which, the Insurer shall be liable to extend the validity of the present Insurance Surety Bond without any demur, condition, protest and the Insurer shall at no point in time have an option of revoking the same. The PNGRB shall have the fullest liberty, without affecting this Insurance Surety Bond, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Consultant and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the PNGRB and the Consultant or any other course or remedy or security available to the PNGRB. The Insurer shall not be released of its obligations under these presents by any exercise by the PNGRB of its liberty with reference to the aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the PNGRB or any other indulgence shown by the PNGRB or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Insurer.

The Insurer also agrees and undertakes that the PNGRB at its option shall be entitled to enforce this Insurance Surety Bond against the Insurer as a Surety, in the first instance without proceeding against the Consultant and notwithstanding any security or other guarantee that the PNGRB may have in relation to the Consultant's liabilities. Notwithstanding anything contained hereinabove our liability under this Insurance Surety Bond is restricted to 5% (five percent) of the contract value and it shall remain in force upto and including 31st December 2028 and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s {Consultant's Name} on whose behalf this Insurance
Surety Bond has been given.

Dated this .... day of .... 20................. at..

Witness: 1. (Signature) (Name) Official Address	 (Signature) (Name) (Designation with Insurer Stamp) Authorised vide Power of Attorney No. ……………… Date …………….
2. (Signature) (Name) Official Address	

Notes:

1. The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).

2. The PNGRB shall be the Creditor, the Consultant shall be the principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.

3. The Insurance Surety Bond should be on non-judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Consultant/Insurer issuing the Insurance Surety Bond.

Annexure – X

Technical Bid

Format of Undertaking by the Bidders

We confirm that we have quoted the rates in the tender considering Inter-alia the

1. Tender Document(s)
2. Additional Document(s) (if any)
3. Corrigendum (if any)
4. Pre-Bid Meeting Minutes (if any)

We ______________________________(Name of the Bidder) hereby certify that we have fully read and thoroughly understood the tender requirements and accept all terms and conditions of the tender including all corrigendum/ addendum issued, if any. Our offer is in confirmation to all the terms and conditions of the tender including all corrigendum/ addendum, if any and minutes of the pre-bid meeting, if any. In the event our offer is found acceptable and contract is awarded to us, the complete tender document shall be considered for constitution of contract agreement.

Signed for and on behalf of Bidder

Name of the Bidder

Date : _ _/_ _/ _____ Place :

Seal & Signature of Bidder

This declaration should be signed by the Bidder's authorized representative on Company/Firm Letterhead who is signing the Bid.

Annexure – XI

Financial Bid

Section	Parameter	Amount in ₹		
		Amount excluding GST	**GST (In %)**	**Amount including GST (in figures)**
A	Fees for review of Annual Statement of Accounts and internal financial controls for the financial year 2026-27. Necessary support and clarifications to facilitate timely resolution of audit observations raised by the C&AG during audit and certification of Annual Statement of Accounts (Refer Clause III of Section B of tender document for detailed Scope of Work).			
B	Fees for review of Annual Statement of Accounts and internal financial controls for the financial year 2027-28. Necessary support and clarifications to facilitate timely resolution of audit observations raised by the C&AG during audit and certification of Annual Statement of Accounts (Refer Clause III of Section B of tender document for detailed Scope of Work).			
	Grand Total(A+B) (in figures)			
	Grand Total including GST (Amount in Words)			

1. No out-of-pocket expenses and TA/DA will be paid / reimbursed by the PNGRB towards executing the work except the Fees as detailed in the table above payable in accordance with payment terms.
2. Please note that amount in words should be Grand total amount including GST. In case GST is not filled separately in the above proforma, it will be presumed that rates quoted are of GST inclusive.
3. Any variation in the applicable taxes during the currency of the contract, due to change in law, subsequent to submission of bid shall be reimbursed by PNGRB, on submission of documentary proof.
4. In case of difference in amount quoted in figures and words, the amount quoted in words shall be considered. However, in case of any totaling error in figures, the amount arrived as per the correct totaling shall be considered.

Date: Signature & Seal of the Bidder

Disclaimer

Bidders should ensure that the bid document is complete in all respects. In the event that the bid document or any part thereof is mutilated or missing, the bidder shall notify PNGRB immediately at the following address:

Petroleum and Natural Gas Regulatory Board,
E-400, 4th Floor, Tower E, World Trade Centre,
Nauroji Nagar, New Delhi-110029

In the event such written notice is not received at the aforementioned office within 7 days from the date of issue of the bid document to the bidder, the bid document received by the bidder shall be deemed to be complete in all respects. No extension of time shall be granted under any circumstances to any bidder for submission of its bid on the grounds that the bidder did not obtain a complete set of the bid document. PNGRB makes no representation or warranty, express or implied, as to the accuracy, correctness and completeness of the information contained in the bid document.

Financial Bid

<table>
<tr><th rowspan="2">Section</th><th rowspan="2">Parameter</th><th colspan="3">Amount in ₹</th></tr>
<tr><th>Amount excluding GST</th><th>GST (In %)</th><th>Amount including GST (in figures)</th></tr>
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<tr><td></td><td>Grand Total(A+B) (in figures)</td><td></td><td></td><td></td></tr>
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(Amount in Words)</td><td colspan="3"></td></tr>
</table>

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4. In case of difference in amount quoted in figures and words, the amount quoted in words shall be considered. However, in case of any totaling error in figures, the amount arrived as per the correct totaling shall be considered.

Date: Signature & Seal of the Bidder