

Letter no - 2353  
Date - 02/02/2026



CITY OF PATNA

Short Quotation No.- 02 /PMC/2026

Office of the Municipal Finance Controller, Patna Nagar Nigam, Patna-800001

Patna Municipal Corporation invites Quotations for following work:

**Sub: Appointment of Legal Advisor for Drafting of Transaction Documents for proposed issuance of Municipal Bonds of Patna Municipal Corporation Up to Rs. 200 Crore through Private Placement/ Public Issue**

Name of the Law Firm:	
Address:	
Contact Person:	
Mobile No.	
Email ID:	

**Financial Proposal**

S.no.	Description	Amount in Rs.
I	<p>Our Scope of work for Legal Advisor for drafting of Transaction Documents shall include:</p> <ol style="list-style-type: none"><li>1. Assisting in/drafting the relevant resolutions for borrowing/issuance of listed debentures;</li><li>2. Assisting and coordinating in respect of obtaining SCORES Registration with SEBI;</li><li>3. Drafting, vetting, finalisation of Preliminary Placement Memorandum/Placement Memorandum;</li><li>4. Drafting, vetting, finalisation of transaction related agreements i.e. debenture trustee agreement, bond trust deed etc.;</li><li>5. Coordinating with various intermediaries for finalisation of transaction related documents;</li></ol>	

	<ol style="list-style-type: none"> <li>6. Advising Issuer in respect of payment of stamp duty on listed bonds;</li> <li>7. Advising on post issue compliance and activities and providing list of compliances.</li> <li>8. Drafting and finalising a checklist in consultation with the Merchant Banker(s) to the Issue, confirming regulation-wise compliance with applicable provisions of SEBI (Issue of Debt and Listing of Municipal Debt Securities), 2015;</li> <li>9. Collation of documents/information as per the checklist prepared and creating a back-up for the Merchant Banker(s) to the Issue.</li> <li>10. Checking the legal requirements and disclosures to be made in the Preliminary Placement Memorandum/Placement Memorandum in compliance with SEBI (Issue of Debt and Listing of Municipal Debt Securities), 2015;</li> </ol>	
II.	<p><b>Eligibility for Quotation:</b></p> <p>a) The Law Firm should have successfully completed at least one transaction of Municipal Bond issuance as a Legal Advisor for an amount of Rs.200 Cr or more in last 3 year till date</p> <p>b) In case of tie in financial bid, the Law Firm with most experience in Muni Bond issuance in last one year till date will be preferred and appointed</p>	

**Note:**

1. No Out-of-pocket expenses shall be paid separately by the Corporation.
2. Taxes (GST) as per the applicable laws shall be paid separately.
3. The quotation shall be strictly submitted as per the above format only. No changes shall be made in the above format, otherwise the quotation shall not be accepted and will be summarily rejected.
4. The quotation should reach to our office on or before 05/02/2026 till 3.00 PM at the following Address:

To,  
 Municipal Finance Controller  
 Patna Municipal Corporation  
 4<sup>th</sup> Floor, C Block, Maurya Lok Complex,  
 Budhha Marg, Patna- 800001, Bihar

5. The bids/quotations received will be opened on the same day, i.e., 05/02/2026, at 4:30 PM
6. PMC reserves right to negotiate with all the bidders if they feel that the quotes are high.
7. Company profile along with proof of Experience for the completed transaction should be attached along with the FB

  
Municipal Finance Controller  
Patna Nagar Nigam, Patna  
*2026*