

Letter No: 6708

Date: 18/04/2026



Short Quotation No.- 09/PMC/2026

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

Patna Municipal Corporation invites Quotations for following work:

**Sub: Appointment of Registrar and Transfer Agent (RTA) for proposed issuance of Municipal Bonds Patna Municipal Corporation Up to Rs. 200 Crore through Private Placement**

<b>Name of the Firm / Company.:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Mobile No.</b>	
<b>Email ID:</b>	

**Financial Proposal**

<b>S.no.</b>	<b>Description</b>	<b>Amount in Rs.</b>
1	Annual Fee (Lumpsum)	

**No. of ISIN : 7 ISINs**

**Bond Tenure: 10 years**

**Eligibility Criteria:**

The Registrar and Transfer Agent (RTA) must meet the following criteria:

- The RTA shall be a SEBI-registered RTA and shall hold a valid registration certificate issued by SEBI as on the date of submission of the bid.
- The RTA must have provided RTA Services for at-least one successful Municipal Bond Issuance till date. Work order/Relevant pages of Work Order should be enclosed as supporting:

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S.no.	Name of Municipal Corporation	Financial Year in which bond issued and listed	Issue Size (₹ in Crore)	Supporting Enclosed

- The RTA shall not have been blacklisted or debarred by any Central/State Government, statutory authority, regulator, or public sector entity during the last five (5) years.
- The RTA must comply with all applicable provisions of SEBI regulations, guidelines, and circulars governing RTAs

**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 28/04/2026 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., 28/04/2026, at 5:30 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

*Ramashish 18.4.26*  
Municipal Finance Controller

Patna Nagar Nigam, Patna