

बिहार सरकार
नगर आयुक्त का कार्यालय
नगर निगम, सीतामढ़ी।

पुर्न-कोटेशन आमंत्रण सूचना (ई-टेंडरिंग द्वारा <http://eproc2.bihar.gov.in>) संख्या-28/2025-26

- 1 विज्ञापन दाता का नाम एवं पता :- नगर आयुक्त, नगर निगम, सीतामढ़ी।
- 2 कोटेशन आमंत्रण सूचना निर्गत की तिथि :- 07.03.2026
- 3 टेंडर कागजात डाउनलोड करने/कोटेशन अपलोड करने प्रारम्भ की तिथि/समय :- दिनांक 24.03.2026 के 10.30 बजे पूर्वाह्न से
(<http://eproc2.bihar.gov.in>)
- 4 प्री बीड मीटिंग का समय स्थान/तिथि :- दिनांक- 25.03.2026 के 10.00 बजे पूर्वाह्न से
11.00 बजे पूर्वाह्न तक
स्थान- कार्यालय नगर निगम, सीतामढ़ी।
- 5 संवेदक द्वारा कोटेशन अपलोड करने की अंतिम तिथि/समय :- दिनांक-04.04.2026 के 3.00 बजे अपराह्न तक
- 6 तकनीकी बीड खोलने की तिथि/समय :- दिनांक-06.04.2026 को 3:30 बजे के बाद
(at website www.eproc-2.bihar.gov.in)
- 7 वित्तीय बीड खोलने की तिथि/समय :- तकनीकी बीड निष्पादन के पश्चात।
- 8 अग्रधन, सभी मूल शपथ पत्र, Existing Commitment (मूल में) एवं परिणाम विपत्र के मूल्य का बैंक गारंटी जमा करने की अंतिम तिथि/समय एवं स्थान :- दिनांक-06.04.2026 के 1.00 बजे अपराह्न तक
1. अधीक्षण अभियंता, नगर विकास अंचल, मुजफ्फरपुर (तिरहुत)
2. कार्यपालक अभियंता, नगर विकास प्रमण्डल, सीतामढ़ी,
3. नगर आयुक्त, नगर निगम, सीतामढ़ी का कार्यालय।
- 9 परिमाण विपत्र मूल्य :- Online Payment के माध्यम से ही भुगतान किया जायेगा।
- 10 कार्य का विवरण :-

ग्रुप सं०	कार्य का नाम	अग्रधन (EMD) की राशि (रु० में)	कोटेशन का मूल्य (अप्रत्यर्पणीय)	Bid Processing Fee (Through online Payment) (अप्रत्यर्पणीय)
1	Hiring of Consultant for FOIC Services and Deployment of Accounting Software at NAGAR NIGAM SITAMARHI, Bihar.	50,000.00	5,000.00	As per E-proc 2.0

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NAGAR NIGAM SITAMARHI

(UNDER MINISTRY OF URBAN DEVELOPMENT & HOUSING
DEPARTMENT, BIHAR)

SITAMARHI, BIHAR, INDIA

TENDER DOCUMENT FOR HIRING OF
CONSULTANT FOR FISCAL OVERSIGHT &
INTERNAL CONTROL SERVICES (FOIC) AT
NAGAR NIGAM SITAMARHI.

(Bidding Through E-Proc Portal)

Notice Inviting Tender

Subject: Tender Document for Hiring of Consultant for Providing FOIC (**Fiscal Oversight & Internal Control**) services and Deployment of **Accounting Software** at NAGAR NIGAM SITAMARHI for the Financial Year 2025-26 and onwards.

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1. **About SITAMARHI:** Sitamarhi is the headquarters of the Sitamarhi district in Tirhut Division, Bihar. The city was named in honour of Sitā, wife of Rāma, who was born in Sitamarhi according to Hindu legends. SITAMARHI is known for its fertile land, vibrant local markets, and ongoing infrastructural growth.

2. NAGAR NIGAM SITAMARHI invites tender under Two Packet Bid System from eligible, experienced, financially sound and Indian registered Agencies/Firms in the prescribed format for Hiring of Consultant for Providing Work/Services Onsite at SITAMARHI Nagar Nigam. The eligibility criteria for the Consultant/firm, procedure and instructions for submission of bid document and selection process are mentioned in this tender document.

Note: Consultant/Firm means Company registered under Companies Act, 2013 and LLP registered under LLP Act, 2008.

3. Before submission of the bid, interested bidders are advised to go through the tender document carefully and submit all relevant information and complete tender documents in **E-Proc Portal**.

4. Sealed Tender document along with all relevant documents should also be sent to "NAGAR NIGAM SITAMARHI" within prescribed time limit. Tender documents received after prescribed time limit will not be considered under any circumstances and no correspondence in this regard will be entertained.

5. For any queries relating to the tender documents and the terms and conditions contained therein, bidders may seek clarification, within the stipulated time, by attending office of the NAGAR NIGAM SITAMARHI.


Municipal Commissioner
Municipal Corporation Sitamarhi


9/11/2026

MINIMUM ELIGIBILITY CRITERIA

Minimum Eligibility qualification for evaluation of Technical Round:

1. The Consultant should be registered under the Companies Act or LLP Act and must have valid PAN number.
2. The Consultant must have GST registration in Bihar.
3. The Consultant should be registered under MSME and Startup India.
4. The Consultant must have its own operational office in Bihar. Joint Ventures (JV) or any other arrangement for office setup will not be allowed.
5. The Firm should be working in FOIC-related work and must have experience of at least 1 year in FOIC work with minimum of three Urban Local Bodies (ULBs) including at least One Nagar Nigam across Bihar and the said consultant must have deployed customized accounting software in atleast 2 ULB's. Work orders must be submitted as proof (Software related work order).
6. The average annual turnover of the Consultant during the last three financial years (2022-23, 2023-24, and 2024-25) must be ₹15 Lakhs or more. A CA/CMA certified turnover certificate must be submitted.
7. The Firm should be ISO 9001:2015 certified.
8. The Consultant should not be debarred or blacklisted in Bihar. A notarized affidavit confirming the same must be submitted.
9. The Consultant must deploy a qualified Team Leader (CA/CMA/MBA Finance) with at least 2 years of relevant experience, who will visit the ULB office once a month.
10. The Consultant must deploy two Finance Executives with qualifications such as B.Com/M.Com/Inter CA/Inter CMA, having at least one year working experience and sound knowledge of finance, accounting, and taxation, and who will work onsite for 30 days in a month.
11. The Consultant must deploy an **ADVANCED ACCOUNTING SOFTWARE** that is fully compliant with the Bihar Municipal Accounting Rules (BMAR) from day one of work order generated. The software must ensure:
 - a) Real-time updating of the Main Cash Book for schemes like 6th and 15th Finance Commissions.
 - b) The software should facilitate the seamless conversion of manual records into electronic form, ensuring efficient digitization of existing data.
 - c) Accurate and timely preparation of Utilization Certificates (UCs).
 - d) Generation of MIS reports as per BMAR guidelines.
 - e) Auto preparation of Statutory deduction register
 - f) Payroll Management for Permanent/Contractual/Man days staff, EPF Passbook, Auto generation of Salary on posting no of days presence in a month etc.
 - g) Enhanced financial transparency, accountability, and structured financial management aligned with BMAR provisions.
 - h) The software must be fully functional and available from first day of the commencement of services. Any delay in software deployment may lead to disqualification or contract termination.
15. All original documents may be asked for verification at any time during the bidding process. Failure to provide originals when asked will lead to disqualification.
16. Bidders must submit hard copies of all relevant documents to NAGAR NIGAM SITAMARHI before the bid closing date.
17. If applicable, the tender fee (including GST) must be borne by the bidder.
18. EMD of ₹50,000 must be submitted in the form of Demand Draft in favor of Municipal Commissioner, Sitamarhi Nagar Nigam unless it is exempted by any rules or Act.. The

hard copy of the EMD must be submitted physically. EMD will be refunded in case of non-qualification.

19. The undersigned reserves the right to delete or modify any part of the tender or cancel the entire bidding process without assigning any reason. No claim or compensation will be entertained on this account.

INSTRUCTIONS TO THE BIDDERS

Cost of Bidding:

- 1- The Bidder shall bear all costs associated with the preparation and submission of its bid, and the ULB will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- 2- The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish any or all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in any respect will be at the Bidder's risk and may result in rejection of bid.

Language of Bid:

- 1- The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English/Hindi language.

Period of Validity of Bid:

- 1- Bid shall remain valid for 120 days from the date of opening of technical bid.
- 2- Modifications: No bid will be modified after submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.

Right to accept or to reject any bid or all bids: NAGAR NIGAM SITAMARHI reserves the right to accept or to reject any bid or all bids, and to annul the bidding process at any time prior to award of contract, without assigning any reasons thereof and NAGAR NIGAM SITAMARHI shall not bear any monetary liability incurred to the affected Bidder(s). Decision of NAGAR NIGAM SITAMARHI in this regard shall be final and binding to all.

Notification of Award:

- 1- Before commencement of work, successful bidder has to execute an agreement on a Non-Judicial Stamp paper of Rs. 1000/- or above. Cost of the stamp paper and other ancillary works for execution of agreement will be borne by the bidder.

Period of Contract:

1-The contract period of Selected Consultant, to provide the desired services, shall be initially for a period of two Years, which may be extended for further period of maximum two financial Year (on yearly basis) upon satisfactory performance.

- 2- However, assigned contract may be terminated by giving notice period of 30 days with stating proper reasons and sufficient time (Within 15 days) to give reply.
- 3- Notwithstanding anything contained herein above, the ULB reserves the right to discontinue the services of consultant in the event their services are found unsatisfactory at any time during the contract period and liable to pay one months fees which equivalent to notice period.

Clarification of Bids

During evaluation of the bids, the NAGAR NIGAM SITAMARHI may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing.

TERMS OF REFERENCE

SCOPE OF WORK:

1. Carry out the work of necessary reforms in the current accounting system of ULB and implement financial management.
2. Prepare the Main Cash Book related to allocations/grants received from the State/Central Government under various heads and maintain other subsidiary registers as per guidelines, including a register of statutory deductions (GST, IT, Labour Cess, Royalty etc.).
3. To ensure financial transparency, accountability, and efficient financial management in the ULB, it is essential to implement a modern, technology-based accounting system. For this purpose, an **ADVANCED ACCOUNTING SOFTWARE** must be provided by the consultant for the seamless conversion of manual records into electronic format, ensuring efficient digitization of existing data. to enable accurate and error-free preparation of Utilization Certificates (UCs), real-time updating of the Main Cash Book for 6th and 15th Finance Commissions, and timely compilation and presentation of related MIS reports. The system should be fully compliant with the provisions and guidelines of the Bihar Municipal Accounting Rules (BMAR), ensuring a structured, transparent, and accountable financial process.
4. The accounting software must fully adhere to all applicable standards and provisions under BMAR. It must be fully functional and operational without delay from the start date of service commencement.
5. Implement vouchers (bills) and necessary accounting reforms in accordance with the Bihar Municipal Accounting Rules, 2014 and the Accounting Manual.
6. Prepare the budget in accordance with the Bihar Municipal Accounting Rules and the Budget Manual.
7. Provide support in preparing responses to audit objections raised by C&AG, Finance Department, and CA audits.
8. Maintain grant registers for various funding sources.
9. Assist in the preparation of financial and MIS reports as required by the Urban Development Department.
10. Ensure compliance with statutory deductions (GST, IT, TDS, Labour Cess, Royalty etc.).
11. Assist in preparing reports related to schemes of the Central and State Governments.

12. Assist the ULB in developing and implementing rules, regulations, and policy frameworks.
13. Prepare utilization certificates (UCs) for all allocations received under various heads.
14. File periodic GST and Income Tax returns in a timely manner.
15. Maintain registers for cheques received, cheques issued, and advances.
16. Maintain plant and machinery register, vehicle register, office equipment register, computer & peripheral register, and software register.
17. Prepare grant/subsidiary registers for all grants such as 15th Finance Commission, HFA, etc.
18. File timely Provident Fund (PF) returns.

Support and Input to the Firm:

The NAGAR NIGAM SITAMARHI shall provide working space, computer(s)/printers(s) and all the relevant data, files, documents, information Etc to the selected Consultant to perform their work/services.

Payment Terms:

1. The Consultant shall issue a monthly bill **only for FOIC Consultancy Services** to NAGAR NIGAM SITAMARHI through the E-Proc Portal as well as offline. The payment shall be released by the ULB on or before the 10th of the subsequent month.
2. The cost of the accounting software should be quoted as a **one-time fee only**, and it shall be **paid to the Consultant in a single payment** after the deployment of the software.
3. Invoice for AMC would be payable as% of total software cost on yearly basis (date to be considered from date of issue of work order)
4. Any increase in statutory taxes during the contract period will be borne by the ULB.
5. TDS under Income Tax and GST or any other statutory levies will be deducted at applicable rates.

Financial Evaluation:

Price Quote for FOIC		
Sr.	Particulars	Rs./%
1	FOIC - P.M	
2	Accounting Software - One time	
3	AMC - % on cost of software , payable Per Annum basis.	

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Signature

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Note:

- 1 L1 to be decided based on rate quoted in point no 1
- 2 Rate should be before applicable GST Rate.

Arbitration Clause:

- 1- In the event of any difference or dispute arising out of this contract, all efforts shall be made by the both Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award. The venue of arbitration, if any, shall be at SITAMARHI.
- 2- However, the legal jurisdiction for all matters would be Sitamarhi, Bihar only.

**Municipal Commissioner
Municipal Corporation Sitamarhi.**

ज्ञापक 313, दिनांक 09-03-26

प्रतिलिपि :- निदेशक सूचना एवं जन-सम्पर्क विभाग, बिहार, पटना को निविदा आमंत्रण सूचना की राजकीय/राष्ट्रीय स्तर के समाचार पत्रों में प्रकाशित करने हेतु समर्पित।

नगर आयुक्त,
नगर निगम, सीतामढ़ी
21/3/26