

Request for Proposal

**For Selection of Agency for Payroll &
Attendance Management System with
Manpower Using Tally Software through
eProc-2 Portal in the**

**Directorate of Land Records & Survey
(Revenue and Land Reforms Department)
Government of Bihar**



बिहार सरकार

**Survey Bhawan, Shastrinagar
Patna – 800023**

Acronyms

BE	Budgeted Envelope
DD	Demand Draft
DSC	Digital Signature Certificate
CSV	Comma-Separated Values
DRLS	Department of Revenue and Land Reforms
DLRS	Directorate of Land Records & Survey
EMD	Earnest Money Deposit
EPF	Employee Provident Fund
ERP	Enterprise Resource Planning
ESI	Employee State Insurance
FY	Financial Years
GoB	Government of Bihar
GoI	Government of India
GST	Goods and Services Tax
FMR	Financial Management Report
FMIS	Financial Management Information System
IT	Information Technology
GVLA	Government and Very Large Accounts
NIT	Notice Inviting Tender
PSU	Public Sector Units
RE	Resource Envelope
PIP	Programme Implementation Plan
PPP	Public Private Partnership
PS	Performance Security
RoP	Record of Proceedings
RoC	Registrar of Companies
PoA	Power of Attorney
TPF	Tender Processing Fee
TSS	Tally Software Services
FMTC	Financial Management Technical Consultancy
FMS	Financial Management System
SLA	Service Level Agreement
SDC	State Data Centre

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GOVERNMENT OF BIHAR
DIRECTORATE OF LAND RECORDS & SURVEY
REVENUE AND LAND REFORMS DEPARTMENT

Directorate of Land Records & Survey
Revenue (Survey) Training Institute Survey Bhawan, Shastri Nagar, Patna
Phone: 0612-2283300
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TENDER NO:02/2026-27

DATE: 30.06.2026

TENDER NOTIFICATION

Directorate of Land Records & Survey Department of Revenue & Land Reforms, Government of Bihar, Patna. invites Proposals through e-Procurement Portal from eligible companies for Purchase Of Payroll & Attendance Management System with Manpower Using Tally Software. All interested bidders shall submit their Technical and Commercial bids electronically through e-Procurement portal <https://eproc2.bihar.gov.in>.

The tender schedule is as mentioned below:

Tender Currency	INR
Joint Venture/Consortium	Not Allowed
Bid Document Fee (Non-refundable)	INR 5,000/- (INR Five Thousand Only)
Portal for downloading tender documents and proposal submission	The tender is available and downloadable on e-Tendering website: https://eproc2.bihar.gov.in All subsequent changes to the bid document shall be published on the above website.
E-mail Address for Pre-bid and correspondence	directorlrs@gmail.com
Inviting Pre bid Queries	03.07.2026 till 05.00 PM only online at directorlrs@gmail.com
Last Date & Time for Receipt (Submission) of Bids	15.07.2026 (5:00 P.M.)
Date and Time of Opening Technical Bid	17.07.2026 (4:00 P.M.)
Date and Time of Opening Financial Bid (only of technically qualified bidders)	To be informed later
Officer Inviting Bids	Director, Land Records & Survey, Shastrinagar, Patna

Other important information related to the tender

SINo.	Item	Description
1	Bid Validity Period	6 months from the last date of submission of proposals.
2	Last date for furnishing performance security	Within 15 working days from the date of issue of Letter of Intent
3	Performance security value (Performance Bank Guarantee)	5% of the annual contract value within 15 days from date of issuance of work order
4	Performance security validity period	6 months from the date of end of contract.
5	Deadline / last date for signing contract	Within 21 days of issue of purchase order.

2. Introduction and Background

The Directorate of Land Records & Survey, Department of Revenue and Land Reforms, Bihar, is implementing digitized administrative and financial systems to improve operational efficiency, transparency, accountability, and timely employee payment management.

The Department intends to establish an integrated payroll and attendance base salary management mechanism using Tally software.

- * The proposed system shall facilitate automated salary processing to ensure timely, accurate, and efficient payroll management for all employees.
- * The system shall enable effective attendance tracking through systematic recording and monitoring of employee attendance data.
- * The solution shall provide a comprehensive leave management mechanism for processing, tracking, and maintaining employee leave records.
- * The system shall ensure statutory compliance with applicable Government regulations related to ESIC, EPF, Income Tax, and other mandatory deductions.
- * The solution shall generate detailed MIS reports and analytical dashboards to support monitoring, decision-making, and administrative review.
- * The proposed system shall support integration with biometric attendance systems for seamless and real-time attendance data synchronization.
- * The selected agency shall provide end-to-end implementation, operation, maintenance, training, and technical support services for the successful execution of the project

3. Objectives of the Assignment

The primary objective of this engagement is to establish a comprehensive, efficient, and technology-driven payroll and attendance management system for the employees and personnel engaged under the Directorate of Land Records & Survey, Department of Revenue and Land Reforms. The assignment aims to automate the existing payroll management processes through the implementation and effective utilization of Tally Prime, thereby ensuring accuracy, transparency, accountability, and operational efficiency in salary processing and employee record management. The proposed system shall facilitate timely and error-free salary disbursement by minimizing manual intervention and reducing the risks associated with calculation discrepancies and processing delays.

Further, the engagement seeks to digitize attendance and leave management processes through systematic recording, monitoring, and reconciliation of employee attendance data, including integration with biometric or other attendance mechanisms wherever applicable. The assignment also intends to strengthen statutory and financial compliance by ensuring proper management of deductions such as EPF, ESI, Income Tax, and other applicable recoveries in accordance with prevailing Government norms and regulations. In addition, the system shall enable the generation of centralized reports, dashboards, and analytical MIS outputs to support informed decision-making, financial monitoring, audit readiness, and administrative oversight. Overall, the objective of the project is to create a secure, reliable, and scalable payroll and attendance management framework that enhances administrative efficiency and promotes effective governance within the Department* To establish a transparent and auditable payroll system.

4. Scope of Work

The selected agency shall be responsible for providing comprehensive payroll and attendance management services for the Department of Revenue and Land Reforms through the implementation and management of Tally Prime/Tally ERP software or any other approved equivalent solution. The agency shall ensure smooth, accurate, and timely processing of payroll and attendance-related activities for employees and associated personnel engaged under the Department. The assignment shall cover end-to-end operational support, software management, data maintenance, statutory compliance, reporting, and technical assistance during the entire contract period.

The agency shall create, maintain, and regularly update a centralized employee database containing employee profiles, salary structures, bank account details, statutory records, attendance information, leave balances, and other service-related information. It shall ensure proper management of employee records related to joining, transfer, promotion, resignation, retirement, and other administrative updates. All employee-related data shall be maintained securely with appropriate backup and access control mechanisms.

The selected agency shall undertake monthly payroll processing activities, including preparation of salary sheets, generation of pay slips, calculation of allowances, arrears, bonuses, incentives, and applicable deductions such as EPF, ESIC, Income Tax, Professional Tax, loan recoveries, and other statutory deductions. The agency shall also prepare bank transfer statements and ensure timely salary disbursement with complete accuracy and transparency. Any revisions, corrections, or updates in payroll data shall be incorporated promptly in accordance with departmental instructions and applicable Government norms.

The agency shall manage employee attendance and leave records through integration with biometric attendance systems or other approved attendance mechanisms, wherever applicable. This shall include daily attendance monitoring, attendance reconciliation, leave management, overtime calculations, and preparation of attendance and leave reports. The selected bidder shall also ensure compliance with all statutory and regulatory provisions related to payroll processing and employee management and shall generate required returns, registers, and compliance-related reports as per Government guidelines.

In addition to operational activities, the agency shall be responsible for configuration, maintenance, troubleshooting, updation, and technical support related to the Tally software and associated systems. The agency shall generate periodic MIS reports, dashboards, employee-wise payroll statements, attendance summaries, and other reports required by the Department for administrative and financial monitoring. The selected bidder shall also provide training, helpdesk support, and issue-resolution services to departmental officials and ensure uninterrupted, secure, and efficient functioning of the payroll and attendance management system throughout the project duration

Helpdesk and Support

The centralized help desk consisting of 3 resources shall be providing services during office hours i.e., 10:00 hrs to 18:00 hrs. The help desk shall be able to respond to cases/queries or provide remote side assistance, within a period of 24 hours from the time of lodging of complaint/case at the helpdesk, failing which a penalty of Rs.200 per day of delay will be charged from the agency. However, in case of holiday(s) in the government department offices and other government facilities, the agency shall be required to attend the same through remote assistance.

5. Key Features Required in the System

The proposed solution must include the following features:

5.1 Payroll Features

- * Automated salary calculation
- * Multi-level salary structure
- * Auto deduction calculations
- * Salary revision management
- * Pay slip generation

5.2 Attendance UploadFeatures

- * Attendance dashboard

5.3 Security Features

- * Role-based access control
- * Password protection
- * Audit trail logs
- * Data encryption
- * Regular backup mechanism

5.4 Reporting Features

- * Customizable MIS reports
- * Export to Excel/PDF
- * Dashboard and analytics

6. Duration of the contract

The Project will be awarded for a period of 5 years from the date of agreement and may be extended for three or more years based on the requirements or any source and satisfactory performance of work done by the agency and any other conditions mutually agreed by the service provider and DRLS. Any extension shall not be the right of the agency.

The Service Provider will be obliged to establish, manage and operate the Project in accordance with the provisions of the Contract Agreement and terms and conditions therein, failing which the service provider will be liable for consequential action in terms of the contract and even this will lead to its termination also.

7. Bid Submission

7.1 The Bidding documents shall be submitted in the mode as mentioned below: -

(1) Technical Bid	Online(Cover-Technical Stage)
(2) Financial Bid	Online(Cover-Cost Bid Stage)

7.2 Bidders are requested not to submit the hard copy of Technical/Financial Bid. In case the hard copy of Technical/financial bid is submitted the tender shall be straight away rejected. Also, uploading of the financial bid in prequalification bid or technical bid will result in rejection of the tender.

- 7.3 The tender shall be duly signed by the authorized person duly approved by the appropriate authority in terms of **Annexure II**, at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialed by the person(s) signing the tender. The entire document being part of tender document should be page numbered. The Authorization Letter shall also be furnished along with the tender, as per the **Annexure II**,.
- 7.4 A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the DRLS shall, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages thereof.
- 7.5 Prices are to be quoted in the financial Bid format in online mode only. The financial bid submitted in any other format will be treated as non-responsive. The bidder will be required to download the financial bid file, from e-tendering portal and quote the prices in prescribed format before uploading it. The bidder shall quote prices in all necessary formats. All editable areas of the financial bid sheet, shall be filled by the bidder. The bidder(s) shall not rename the financial bid files downloaded.

Following required evaluation criteria must be submitted through online mode on eproc2urement Portal <https://www.eproc-2.bihar.gov.in/BELTRON> :

- i). Technical Proposal Covering Letter, as per “**Annexure I**”.
- ii). Authorization Letter for signing of proposal/tender in favour of signatory to tender documents as per “**Annexure -II**”.
- iii). Copy of the authorization letter from "Tally Solutions Pvt. Ltd." certifying the agency/bidder to be as a Tally Partner/Government & Very Large Account (GVLA)partner in Bihar or in any other state in India for participating in this tender as per format mentioned in **Annexure-III**.
- iv). A duly notarized declaration from the bidder in the format given in the “**Annexure-IV**” to the effect that the firm has neither been declared as defaulter or black-listed or declared ineligible.
- v). Particulars of the bidders, as per confidentiality undertaking “**AnnexureV**”
- vi). Assignments of similar nature, as per “**AnnexureVI**”

Self-attested Document copy of

- i. **For Company/LLP:** certificate of incorporation of the entity under Companies Act 1956/2013.
- ii. **For Proprietorship:** certificate of registration under Shops and Establishment act.
- iii. **For Partnership:** Registered Partnership deed
- iv. **For Society:** Copy of the Registration Certificate issued under Society Act.

- vii). Self-attested copy of CA audited Financial statement i.e. Audited Profit & Loss Account along with audited balance sheet and all annexure , as mentioned in the Eligibility criteria along with all Annexure for the last 3 Financial Years (FY) **2022-23, 2023-24 and 2024-25**
- viii). Self attested copy of the Income Tax Returns (ITR) along with computation of income for three Financial Years (FY) i.e. **2022-23, 2023-24 & 2024-25**.
- ix). Self-attested copy of PAN, GST issued by the appropriate authority valid as on date of submission of tender documents must be submitted.
- x). Self-attested copy of the work order/agreement/experience certificate, ascertaining, the bidders/agency's experience for providing the similar services in public sector (*Govt. Depts./ Public Sector Units(PSUs)*) in last 5 Financial Years (FY) 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25.

7.6. Tender Submission

- The Department of Revenue and Land Reforms, Bihar will open the tenders at the date and time as indicated in **Section-I Clause 4 of the Notice Inviting Tender (NIT)**. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the Directorate of Land Records & Survey, Department of Revenue and Land Reforms, Bihar, the tenders will be opened in online mode, on the next working day.
- Technical evaluation of the Bid will be done on the basis of technical qualification criteria and documents mentioned (TECHNICAL BID) in Mandatory Documents Link present in the eprocurement Portal <https://www.eproc2.bihar.gov.in/BELTRON> failing which the bid will not be considered for technical evaluation.
- The technical evaluation shall be done only based on required documents/papers submitted by the bidder on e-Procurement Portal <http://www.eproc2.bihar.gov.in/BELTRON>.
- The financial bids of bidders whose Technical bids are found technically responsive and comply with the bid documents will only be considered for financial evaluation.

8. Earnest Money Deposit (EMD)

8.1 The tender shall be accompanied by **Earnest Money Deposit (EMD)** of **Rs10,00,000/- (Ten lakh rupees only)** to be deposit through eproc2 portal only.

Note : If the Bidder is registered with Micro and Small Enterprises (MSEs) with the Ministry of MSME are eligible only for EMD Exemption.

8.2 The EMD of unsuccessful bidder will be returned to them without any interest, after conclusion of the resultant bid. The EMD of the successful bidder will be returned without any interest after timely furnishing the performance security as per the terms of contract.

8.3 Earnest money is required to protect the DRLS against the risk of the Bidder's conduct, which would warrant the forfeiture of the EMD.

8.4 The EMD/ Bid Security shall be forfeited by the DRLS hereunder or otherwise, under the following conditions:

8.4.1 If a Bidder submits a non-responsive Bid;

8.4.2 If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice

8.4.3 If a Bidder withdraws its Bid during the period of bid validity as specified in this NIT and as extended by the DRLS from time to time;

8.4.4 If any documents evidence will discover to be false.

8.4.4.1 In the case of Selected Bidder, if it fails within the specified time limit to sign the contract.

8.4.4.2 To furnish the performance Securities, before signing the contract agreement, within the period prescribed in the NIT.

9. Performance Security

The selected bidder shall submit Performance Security (Bank Guarantee) equivalent to 5% of contract annual value within 15 days from issuance of Work Order. Bank Guarantee renewal every year .

10. Evaluation Methodology

ELIGIBILITY CRITERIA

- 1) This invitation is open to all organization registered under Companies Act, 1956/2013 or Proprietorship registered under Shops and Establishment or Partnership firm registered under Indian Partnership Act, 1932 or Society registered under Indian Society Act. Act who fulfill the eligibility & qualification criteria specified hereunder. **(Any form of Consortium is not allowed)**

2) The eligibility criteria and Supporting Documents to be submitted by the bidders are as follows: -

S No.	Eligibility criteria for Bidders	Mandatory Documents
(I)	The Bidder should be an established entity under Companies Act, 1956/2013 or Proprietorship registered under Shops and Establishment Act or partnership registered under Indian Partnership Act, 1932 or Society registered under Indian Society Act	<p>(a) For Company: Copy of the certificate of incorporation issued by the Registrar of Companies (RoC) under Companies Act 1956/2013.</p> <p>(b) For Proprietorship: Copy of the Registration Certificate issued under Shops and Establishment Act.</p> <p>(c) For Partnership: Registered Partnership deed as per the provisions under Indian Partnership Act, 1932</p> <p>(d) Society: Copy of the Registration Certificate issued under Society Act.</p>
(II)	The bidder must have annual average turnover of Rs. 3 Crore in last three financial years (FY 2022-23, FY 2023-24) & FY 2024-25) as evidenced by the audited accounts of the bidder.	1) Self-attested copy of CA audited Financial statement i.e. Audited Profit & Loss Account along with audited balance sheet and all annexure, as mentioned in the Eligibility criteria along with all Appendix for the last 3 financial years 2022-23, 2023-24 & 2024-25 along with CA certified Turnover Certificate.
(III)	The bidder must provide self attested scanned copies for (i) PAN Card, (ii) income tax returns of three Financial Years i.e. FY :2022-2023, 2023-24 & 2024-25 and (iii) GST Registration Certificate.	Self-attested copies of <p>1) PAN Card</p> <p>2) GST Registration Certificate</p> <p>3) Copy of Income Tax Return filed and submitted by the bidder for three financial years (FY 2022-23, 2023-24, & 2024-25)</p>
(IV)	The bidder shall be a Tally Government & Very Large Account (GVLA) partner in the state of Bihar or in any other state in India. (Certified by Tally Solutions Pvt. Ltd.)	Copy of the authorization letter by Tally Solutions Pvt. Ltd., certifying them to be Tally Government & Very Large Account (GVLA) partner in Bihar or in any other state in India for participating in this tender as per format mentioned in Annexure III . The certificate should be valid for the period of the contract.
(V)	The bidder should have experience of installation of Tally software/ Tally Maintenance / Tally licenses Renewal work along with implementation of FMTC/ FMS/ SLA solution for more than 100 licenses in last 5 years in Government (State/Central) or Public and Private Sector Units (PSUs).	<p>Copy of work order(s)/agreement/experience certificate(s) from the Government (State/Central) or Public Sector Units (PSUs).</p> <p>As per Annexure VI</p>

S No.	Eligibility criteria for Bidders	Mandatory Documents
(VII)	The bidder must not be Blacklisted /banned /convicted by any court of law for any criminal or civil offences/declared ineligible by any entity of any State Government or Govt. of India or any local Self-Government body or public sector undertaking in India for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason, as on date of submission (upload) of online bidding document.	Affidavit sworn before Public Notary/ Executive Magistrate as per " Annexure II "

3. The Technical proposals of all the bidders fulfilling the above eligibility criteria, and basic requirements (i.e. timely submission/bid security etc.), will qualify for the next stage of Financial Bid evaluation.
4. To facilitate evaluation of bids, the DRLS may, at its sole discretion, seek clarifications in writing from any bidder regarding its bid submitted. Such clarification(s) shall be provided within the time specified by the DRLS for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
5. If any bidder does not provide clarifications sought within the prescribed time, the DRLS may proceed to evaluate the bid by construing the particulars requiring clarification to the best of its understanding, and the bidder shall be barred from subsequently questioning such interpretation of the DRLS.

Clarification sought shall be related to the documents already submitted by the bidder and merely for a purpose of clarifying the doubts related to submitted documents.

Selection will be LCBS (Least cost based selection) of the technically qualified bidder

11. Service Level Agreement (SLA)

The agency shall ensure:

- * Payroll accuracy: 99%
- * Monthly processing timeline adherence
- * Issue resolution within 24–48 hours
- * Data backup on regular basis

Clauses	Penalty
1) Failure in providing remote assistance within 24 hours of lodging a complaint or query	Rs 200 per day of delay
2) Delay in establishment of centralized helpdesk	Rs 1000 per day of delay

Penalty may be imposed for SLA violations.

12. Confidentiality and Data Security

The selected agency shall:

- * Maintain confidentiality of employee data.
- * Not share information with unauthorized persons.
- * Ensure secure storage and backup.
- * Comply with Government data protection norms.

13. Payment Terms

a. Payment for services shall be made as per the below mention condition:

SI	Milestone	Payment
1	On submission of invoice with valid license serial numbers of Tally Prime Software	50% of Software Value (BOQ-1)
2	On Successfully installation, Customization, deployment & integration of Prime software	25% of the contract value (BOQ-1)
3	On Successfully entry of all employees data	25% of the (BOQ-1)
4	Software Yearly Renewal Charges	Yearly Basis (BOQ-2)
5	The Help desk payment	Monthly basis (BOQ-3)

The prices quoted by the agency/bidder shall include all applicable taxes and duties, **excluding Goods & Services Tax(GST)**. If applicable, GST will be paid by DLRS, as per the prevailing rates.

The payment will be made on Payment Schedule basis to the agency by the Department, against the invoice (as prescribed under GST Act) raised for the services provided.

The service provider will raise its invoices (*as prescribed under GST Act*) on completion of services during the month and the invoice must be submitted to DLRS till 7th of the next month duly accompanied by evidences of services provided. The payment will be subject to TDS as per Income Tax Rules/GST Act (If applicable) and other statutory deductions as per applicable laws.

14. Termination Clause

The Department may terminate the contract in case of:

- * Poor performance
- * Data breach
- * Fraudulent practices
- * Non-compliance with SLA
- * Violation of contractual obligations

15. Annexures

- * Annexure I – Technical Bid Format
- * Annexure II – Format for Power of Attorney
- * Annexure III- Manufacturer’s Authorization Form
- * Annexure IV – Non-Blacklisting Declaration
- * Annexure V – Undertaking for Confidentiality
- * Annexure VI – ASSIGNMENT OF SIMILAR NATURE SUCCESSFULLY COMPLETED
- * Annexure VII – BOQ Format

Annexure I – Technical Bid Format (Particular of the bidder)

Name of Company/Agency:	
Name of Contact Person with Designation	
Address of the Company	
Year of Establishment	
Type of Firm (Pvt.Ltd/proprietor/LLP/LTD)	
Telephone Number (s) / Mobile	
Email address / Web site / Fax number	
Company Registration certificate (Copy to be Attached)	
GST & PAN/TAN Registration (Copy to be Attached)	
Copies of Audited Report during Last Three Financial year from 2022-23,23-24,24-25(Copies to be attached)	
Income Tax Returns filed during last three financial years from ,2022-23 ,23-24,24-25	
Experience in Sales and Services of Tally Product (in years)	
List of Govt. Organizations/semi govt. organization served in respect to Tally Implementation anywhere in India. (Includes Supply of Software, Installation, Preparation of Masters and Training on TallyPrime) (Work Orders to be Attached)	Name of the Organization 1 2 3 45
Authorization letter from OEM (s) Manufacturer's Authorization (Form Annexure III Attached)	

Annexure II – Format for Power of Attorney

AUTHORIZATION LETTER FOR SIGNING OF PROPOSAL

(On Non – judicial stamp paper of Rs.1000/- attested by notary public)

POWER OF ATTORNEY

Know all men by these present, we _____ (*name and address of the registered office of the Single Entity*) do hereby constitute, appoint and authorize Mr. / Ms. _____ R/o _____ (*name and address of residence*) who is presently employed with us and holding the position of _____ as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the bid of the firm/ organization, _____ for “to provide Tally Software for attendance Management in Department of Revenue and Land Reforms in the state” (the “**Project**”), including signing and submission of all documents and providing information / responses Directorate of Land Records & Survey, **Department of Revenue and Land Reforms (DRLS)**, representing us in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us. Dated this the day of20...

For

(Name, Designation and address)

Accepted

..... (Signature)

(Name , title and address of the Attorney)

Date:

Note:

- (i) The date of execution of the Power of Attorney (PoA) should be in accordance with the procedure , if any, laid down, by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- (ii) In case, an authorized director of the bidder/agency signs the bid, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney (PoA).

Annexure – III-Manufacturer’s Authorization Form

The Bidder shall require the Manufacturer to fill in this form in accordance with the instructions indicated. This letter for authorization should be on the letterhead of the manufacturer and should be signed by a person with a proper authority to sign the documents that are binding on the manufacturer. The Bidder shall include in its bid Reference No: **e-tender(NIT) Reference No.:-.....**for providing support, establishing central helpdesk and other related activities of Tally software

Ref No:

Date:

To

The Secretary

Department of Revenue and Land Reforms

Bihar

WHEREAS

We, who are the official manufacturer’s of Tally Software, having our registered Head Office at, do hereby authorize.....<Mention the name of the agency/bidder>, our Tally Government & Very Large Account (GVLA) Partner to submit the bid.

Name:

Title:

Dated on _____ day of _____

Annexure IV Non-Blacklisting Declaration

DECLARATION BY BIDDER

Format for Affidavit certifying that Entity/Promoter(s)/Director(s)/Proprietor/Members of Entity are not Blacklisted (On a Stamp Paper of INR 100)

Affidavit

I, M/s....., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/director(s)/Proprietor are not blacklisted/barred/convicted by any court of law for any criminal or civil offences/declared ineligible by Department of Revenue and Land Reforms, Bihar(DRLS)or any other entity of GoB or any entity of state government or Govt. of India, or any local self-government body or public undertaking in India for participating in future/any bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on date of submission(upload) of online bidding document.

And that we are hereby, declaring all ongoing litigations where our promoter(s)/director(s)/Proprietor are involved in with any government agency/state/central department/PSU, and as mentioned below:

- 1.
- 2.
- 3.
- 4.

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection/debar/ blacklisting in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation.

Dated this..... Day of....., 2025.

Name of the Bidder/agency.....

Signature of the Authorized Person:.....

Name of the Authorized Person:.....

Designation of the Authorized Person:.....

Annexure V: CONFIDENTIALITY UNDERTAKING

I, the undersigned, do hereby declare and confirm that I am aware that I have been assigned by (the “Contractor”), to render certain services (the “Services”) for the Office of the Department of Revenue and land Reforms (“DRLS”) in connection with the Contract Ref. No. for the provision of attendance Management Services, between Department of Revenue and Land Reforms and the Contractor. In connection therewith, I hereby undertake and agree as follows:

1. Certain Definitions

(a) “Confidential Information” means any data, documents, materials or other information disclosed to me in connection with the Services, in any form whatsoever, whether orally, visually, in writing or otherwise (including in computerized or electronic form).

(b) “Permitted Purpose” means the use of the Confidential Information to perform the Services.

2. The Contractor’s Confidentiality Obligations

(a) I understand that the Contractor is subject to confidentiality obligations pursuant to the Contract.

(b) I have read and understand General Conditions of Contract for the Provision of Services.

3. Undertakings

(a) I undertake to conduct myself and render services with a view to ensuring full compliance by the Contractor for the Provision of Services. In case of doubt, I shall consult with my immediate supervisor or another manager of the Contractor.

(b) I shall:

(i) use the same care and discretion to avoid disclosure, publication or dissemination of the Confidential Information as I use with my own similar information that I do not wish to disclose, publish or disseminate; and,

(ii) use the Confidential Information solely for the Permitted Purpose.

(c) Upon the request of the Contractor or DRLS, or upon the termination or expiry of my contract with the Contractor, I shall immediately return to the Contractor all Confidential Information disclosed to me or to which I had access during or as a result of the performance of the Services, together with all copies thereof.

SIGNED:

Name:

Date:

Place:

Annexure VI- ASSIGNMENT OF SIMILAR NATURE SUCCESSFULLY COMPLETED

We <Mention the name of the organization>, registered as Company/Partnership Firm/Society/Proprietorship Firm having our registered office at <Mention the address of the registered office> fulfilling the requisite experience of installation of Tally software(s) along with implementation of FMTC/FMS/SLA solution for more than 100 licenses in last 5years in Government (State/Central) or Public Sector Units(PSUs). We have submitted documents on e-procurement for details of experiences mentioned below.

Sr. No.	Assignment contract No & date	Description of work services provided(number of license Should be clearly mentioned.)	Date of commencement	Date of completion	Project duration	Full Address of the organization with Phone No. where assignment done
1						
2						
3						
4						
5						
6						

We certify that all the above details are correct in my knowledge and further confirm that we are aware that, our application for the captioned scope of work defined in this tender document would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period, and the amounts paid till date shall stand forfeited without further intimation.

Dated this.....Day of....., 2026.

Signature:

For and on behalf of Messrs _____

Name & Address of the Service Provider:

Annexure VII – BOQ Format

S.NO	Particular	Number	Rate Price (in INR)	GST	Total
1	Payroll Software Integrated with TallyPrime Software (One Time Cost).	1			
2	Software Yearly Renewal Charges	1			
3	Monthly Rate quote-A monthly rate (Rate Per Employee Per Month)for end-to-end salary/payroll processing services, including the deployment and support of Three dedicated resources for helpdesk/support desk.(Resources for addressing payroll-related queries, issue resolution, user assistance, and routine operational support.)	60 Month			
Grand Total					
Amount In words					