

बिहार सरकार

कार्यालय :- नगर पंचायत कोआथ (रोहतास)

(नगर विकास एवं आवास विभाग)

अल्पकालिन निविदा आमंत्रण सूचना संख्या - 05/2026-27

(केवल ई-टेन्डरिंग पद्धति द्वारा बेवसाईट (<https://eproc2.bihar.gov.in>))

1	विज्ञापनदाता का नाम एवं पता	नगर कार्यपालक पदाधिकारी, नगर पंचायत कोआथ।
2	निविदा आमंत्रण सूचना निर्गत की तिथि।	दिनांक 29.05.2026
3	टेन्डर कागजात डाउनलोड करने की प्रारम्भ तिथि व समय।	दिनांक 08.06.2026 को 10:00 बजे पूर्वाह्न से।
4	प्री वीड मीटिंग का तिथि/समय/स्थान।	दिनांक 09.06.2026 को 11:00 बजे पूर्वाह्न।
5	संवेदक द्वारा निविदा अपलोड करने की अंतिम तिथि/समय।	दिनांक 16.06.2026 को 17:00 बजे अपराह्न तक।
6	तकनीकी बीड खोलने की तिथि/समय	दिनांक 17.06.2026 15:00 बजे अपराह्न के बाद।
7	वित्तीय बीड खोलने की तिथि/समय	तकनीकी बीड में सफल होने के उपरान्त निर्देशानुसार
8.	RFP दस्तावेज का मूल्य (Tender Fee)	रुपया 1000.00 (ऑनलाइन भुगतान द्वारा)
9.	Bid Processing Fee (Through Online Payment)	eproc2 पोर्टल पर जेनरेटेड शिड्यूल के अनुसार
10.	अर्नेस्ट मनी डिपोजिट (EMD)	रुपया 20,000.00 (Demand Draft in favour of Executive Officer, Nagar Panchayat Koath)

कार्य का विवरण :

क्र.सं.	कार्य का नाम	अनुमानित राशि	निविदा दस्तावेज मूल्य	Bid Processing Fee	EMD राशि
1	IMPLEMENTATION AND MAINTENANCE OF RECORD-TO-REPORT ARRANGEMENT SYSTEM WITH SOFTWARE SUPPORT SERVICES AT NAGAR PANCHAYAT KOATH, ROHTAS	रु. 20,000.00	रु. 1000.00	eproc2 अनुसार	रु. 20,000.00

महत्वपूर्ण निर्देश :

- निविदा प्रक्रिया पूर्णतः ई-प्रोक्योरमेंट पोर्टल www.eproc2.bihar.gov.in के माध्यम से सम्पन्न की जायेगी।
- निविदा दस्तावेज का आवेदन एवं डाउनलोड पोर्टल पर उपलब्ध होगा।
- Bid Processing Fee** ऑनलाइन भुगतान द्वारा eproc2 पोर्टल पर जेनरेटेड शिड्यूल के अनुसार जमा करनी होगी।
- EMD** रु20,000 की राशि **Demand Draft** के रूप में **Executive Officer, Nagar Panchayat Koath** के पक्ष में जमा करनी होगी। **EMD** की हार्ड कॉपी भौतिक रूप से जमा करनी होगी।
- एजेंसी को **ADVANCED R2R SOFTWARE** प्रथम दिवस से प्रदान करना अनिवार्य होगा।
- बोलीदाता को **ISO 9001:2015, CMMI Level 5, ISO 27001** एवं **ISO 20000** प्रमाण-पत्र प्रस्तुत करना अनिवार्य होगा।
- बिहार में ब्लैकलिस्टेड न होने का नोटराइज्ड शपथपत्र अनिवार्य रूप से प्रस्तुत करना होगा।

कार्यपालक पदाधिकारी
नगर पंचायत, कोआथ (रोहतास)

NAGAR PANCHAYAT KOATH

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

TENDER DOCUMENT FOR IMPLEMENTATION AND MAINTENANCE OF RECORD-TO-REPORT ARRANGEMENT SYSTEM WITH SOFTWARE SUPPORT SERVICES AT NAGAR PANCHAYAT KOATH

(Bidding Through e-Proc Portal – www.eproc2.bihar.gov.in)

Notice Inviting Tender

Subject: Statement of Work (SOW) for Implementation and Maintenance of Record-to-Report Arrangement System with Technical Support Services at Nagar Panchayat Koath for the Financial Year 2026-27 and onwards.

1. Nagar Panchayat Koath invites tender under Two Packet Bid System from eligible, experienced, financially sound and Indian registered Agencies/Firms in the prescribed format for Hiring of Agency for Providing Work/Services Onsite at Nagar Panchayat Koath. The eligibility criteria for the Agency/Firm, procedure and instructions for submission of bid document and selection process are mentioned in this tender document.

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

2. 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 on the e-Proc Portal (www.eproc2.bihar.gov.in).

3. Sealed Tender document along with all relevant documents must also be sent to Nagar Panchayat Koath within the prescribed time limit. Tender documents received after the prescribed time limit will not be considered under any circumstances and no correspondence in this regard will be entertained.

4. 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 the office of Nagar Panchayat Koath.


25/05/26


29/05/26
EXECUTIVE OFFICER
NAGAR PANCHAYAT, KOATH

Minimum Eligibility Criteria

Minimum Eligibility qualification for evaluation of Technical Round:

1. The Agency must be registered under the Companies Act or LLP Act and must have valid PAN number.
2. The Agency must have GST registration in Bihar.
3. The Agency must be registered under MSME and Startup India.
4. The Agency 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 must be working in R2RMSSS related work and must have experience of at least 1 year (by date of Bid) in R2RMSSS work with minimum of three Urban Local Bodies (ULBs) including at least One Nagar Nigam across Bihar and the said Agency must have deployed customized Record to report software (With Internal Revenue Mgmt/generator) in at least 2 ULBs. Work orders (of Software) must be submitted as proof (Software related work order).
6. The average annual turnover of the Agency during the last three financial years (2022-23, 2023-24, and 2024-25) must be Rs.17 Lakhs or more and last year (2024-25) turnover must be Rs. 40 Lakhs. A CA/CMA certified turnover certificate must be submitted.
7. The Firm must be ISO 9001:2015, CMMI Level 5, ISO 27001, ISO 20000 certified.
8. The Agency must not be debarred or blacklisted in Bihar. A notarized affidavit confirming the same must be submitted.
9. The Agency must deploy an onsite subject matter experienced resource, who will visit the ULB office twice to twice in a week. A declaration on letter head is expected to submit in this regard.
10. The Agency must deploy an ADVANCED R2R SOFTWARE that is best possible 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 must facilitate the seamless conversion of manual records into electronic form, ensuring efficient digitization of existing data.
 - c) Generation of MIS reports as per BMAR guidelines.
 - d) Auto preparation of Statutory deduction register.
 - e) Payroll Arrangement for Permanent/Contractual/Man days staff, EPF Passbook, Auto generation of Salary on posting no of days presence in a month etc., Form 16, salary slip generation.
 - f) Enhanced financial transparency, accountability, and structured financial arrangement aligned with BMAR provisions.

- g) 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.
 - h) Revenue recording like HT,TL,UC, etc and management , updation, assessment, Migration, Collection etc
 - i) The software should be integration to facilitate Revenue collection, updation, management and assessment , recording , Cash Book Preparation, Budget Preparation, UC preparation, Delta analysis, Gateway, Annual financial statement preparation etc
1. 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.
 2. Bidders must submit hard copies of all relevant documents to Nagar Panchayat Koath before the bid closing date.
 3. If applicable, the tender fee (including GST) must be borne by the bidder.
 4. EMD of ₹20,000 must be submitted in the form of Demand Draft in favour of Executive Officer, Nagar Panchayat, Koath 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.

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 45 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 Panchayat Koath 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 Panchayat Koath shall not bear any monetary liability incurred to the affected Bidder(s). Decision of Nagar Panchayat Koath in this regard shall be final and binding to all.

Notification of Award:

1. Prior to the expiry of the validity period of bid, Nagar Panchayat Koath shall notify the successful bidder in writing / through e-Proc Portal that their bid has been declared qualified and award letter is being issued and uploaded to e-Proc Portal. The Bidder has to give his acceptance within 05 (Five) days from the date of issue of award in writing or via e-Proc Portal, post that a contract copy would be issued.
2. 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 Agency, to provide the desired services, shall be initially for a period of three (3) Years, which may be extended for further period of maximum two financial Years upon satisfactory performance.
2. However, assigned contract may be terminated by giving notice period of 60 days with stating proper reasons and sufficient time (within 1 month) to give reply.
3. Notwithstanding anything contained herein above, the ULB reserves the right to discontinue the services of Agency in the event their services are found unsatisfactory at any time during the contract period and liable to pay two months fees which equivalent to notice period.

Clarification of Bids:

During evaluation of the bids, Nagar Panchayat Koath 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. Prepare digitized Main/Subsidiary Cash Books 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.).
2. To ensure financial transparency, accountability, and efficient financial arrangement 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 Agency for the seamless conversion of manual records into electronic format, ensuring efficient digitization of existing data, to enable accurate and 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 must be fully compliant with the provisions and guidelines of the Bihar Municipal Accounting Rules (BMAR), ensuring a structured, transparent, and accountable financial process.

3. The accounting software must fully adhere to best possible applicable standards and provisions under BMAR. It must be fully functional and operational without delay from the start date of service commencement.
4. Implement vouchers (bills) and necessary accounting reforms in accordance with the Bihar Municipal Accounting Rules, 2014 and the Accounting Manual.
5. Prepare the budget in accordance with the Bihar Municipal Accounting Rules and the Budget Manual.
6. Maintain grant registers for various funding sources.
Assist in the preparation of financial and MIS reports as required by the Urban Development Department.
7. Ensure system automatically prepares statutory deductions (GST, IT, TDS, Labour Cess, Royalty etc.) register with option to download excel for MOM.
8. Maintain registers for cheques received, cheques issued, and advances.
9. Prepare grant/subsidiary registers for all grants such as 15th Finance Commission, HFA, etc.
10. Revenue recording like HT, TL, UC, etc and management , updation, assessment, Migration, Collection etc
11. The software should be integration to facilitate Revenue collection, updation, management and assessment , recording , Cash Book Preparation, Property Tax Register (PTR), Budget Preparation, UC preparation, Delta analysis, Gateway, Annual financial statement preparation etc

Support and Input to the Firm:

The Nagar Panchayat Koath shall provide working space, computer(s)/printer(s) and all the relevant data, files, documents, information etc. to the selected Agency to perform their work/services.

Note*: The agency will only be responsible to digitize the records/transactions happened and written in manual cash book by ULB staff and those records/Cash Books/Transactions which are required to entertain the scope need to make available to onsite Agency's resource, who will be accountable to Executive Officer only.

Payment Terms:

1. The Agency shall issue a monthly bill only for R2RMSSS Consultancy Services to Nagar Panchayat Koath through the e-Proc Portal (www.eproc2.bihar.gov.in) as well as offline if any. The payment shall be released by the ULB on or before the 10th of the subsequent month.

2. The cost of the R2R & Other software must be quoted as a one-time fee only, and it shall be paid to the Agency in a single payment after the deployment of the software.
3. Invoice for AMC would be payable as % of total cost of Software Per Annum 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.
6. Data migration, updation, assessment , Collection, QR Plate rate to be quoted per unit basis and payment to be made on actual work done basis.
7. **Most Important: A separate agreement between both the parties to be executed based on ULB need basis for each below mentioned services and once work is done payment to be made accordingly.**

Financial Evaluation

Price Quote for R2RMSSS

Sr.	Particulars	Rs. / %
1	Record to Report Service – Per Month (Visit 2 days in a week / R2R Executive Onsite)	Rs.
2	R2R Software – One Time	Rs.
3	Revenue Augmentation Software	Rs.
4	Budget Automation Software – One Time	Rs.
5	AMC – % on cost of R2R Software (Sr. 2), Revenue Augmentation (Sr. 2), and Budget Automation Software (Sr. 3) payable Per Annum basis	%
6	Re/Assessment , Plate – Per Unit Basis	Rs./Unit
7	Data Migration from Existing manual System/unit	Rs./Unit
8	Revenue Collection Service Charge only.	%

Note:

1. L1 to be decided based on rate quoted in Sr. No. 2+3+4.
2. Rate must be exclusive of applicable GST Rate, which is @18% on all cost.
3. For point no. 8 if resources hired for collection, payment to be made based on employment exchange rated fixed time to time for highly skilled day's presence basis.
4. AMC Charges includes messaging, Storage, Maintenance and Up gradation Costs.

Arbitration Clause

1. In the event of any difference or dispute arising out of this contract, Nagar Panchayat Koath reserves the absolute right to cancel, withdraw, amend, suspend, or terminate the tender process at any stage, either wholly or partially, without assigning any reason whatsoever. Nagar Panchayat Koath shall not be liable for any cost, expense, loss, or damage incurred by any bidder as a result of such cancellation or withdrawal. Submission of a bid shall be deemed as acceptance of this condition by the bidder.

Attachment 1 to RFP

Clarification on minimum Eligibility qualification for evaluation of Technical Round:

As conditions/clauses laid down as minimum eligibility criteria for qualifying technical round from 1 to 10 clauses — if the word mentioned is "should be", that shall be replaced with "must be". In addition to that, for average turnover of last three financial years from 2022-23 to 2024-25, the denominator must be three, even if the agency existed less than three years for calculating average turnover — total turnover to be divided by three only.

***** END OF TENDER DOCUMENT *****