

# **NAGAR NIGAM ARA**

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

**ARA, BIHAR, INDIA**

## **TENDER DOCUMENT FOR HIRING OF AGENCY FOR FISCAL OVERSIGHT & INTERNAL CONTROL SERVICES (FOIC) AT NAGAR NIGAM ARA.**

**(Bidding Through e-Proc 2.0 Portal)**

## **Notice Inviting Tender**

**Subject:** Tender Document for Hiring of Agency for Providing FOIC (Fiscal Oversight & Internal Control) services and Deployment of Accounting Software at NAGAR NIGAM ARA for the Financial Year 2026-27 and onwards.

### **1. About ARA:**

Ara Nagar Nigam is the urban local body responsible for the civic administration and overall development of Ara (Arrah), the headquarters of Bhojpur district in Bihar. Ara is a city of great historical importance, deriving its name from the Sanskrit word "Aranya", meaning forest, reflecting its ancient past. The city is widely known as the land of the legendary freedom fighter Veer Kunwar Singh, who played a pivotal role in the First War of Indian Independence in 1857. (Bhojpur District)

Today, Ara is one of Bihar's prominent urban centres, recognized for its rich cultural heritage, educational institutions, vibrant Bhojpuri traditions, and growing commercial activities. Ara Nagar Nigam is committed to providing quality civic services, promoting cleanliness, improving urban infrastructure, ensuring sustainable development, and enhancing the quality of life for its residents. With its unique blend of historical legacy and modern progress, Ara continues to emerge as an important city in Bihar.

2. NAGAR NIGAM ARA 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 Ara Nagar Nigam. 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/Agency 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 must also be sent to "NAGAR NIGAM ARA 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 ARA.

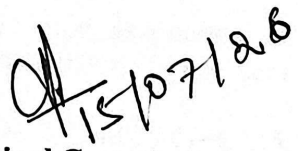
## **Short Notice Schudle Tender**

Short term Notice inviting tender Document for Hiring of Agency for Providing **FOIC (Fiscal Oversight & Internal Control)** services and Deployment of Accounting Software at **NAGAR NIGAM ARRAH** for the Financial Year 2026-27 and onwards.

### **Tender Schedule:-**

| <b>S.No</b> | <b>Information</b>                                                     | <b>Details</b>                                                                                                                                                                                  |
|-------------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.          | Officer Inviting Bid                                                   | Municipal Commissioner, Arrah Municipal Corporation.                                                                                                                                            |
| 2.          | Date of Issue of NIT                                                   | 17-07-2026                                                                                                                                                                                      |
| 3.          | Bid System                                                             | Two Bid System                                                                                                                                                                                  |
| 4.          | Period of uploading tender documents                                   | 25-07-2026 to 05-08-2026 at 03:00 PM, on <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a> .                                                                                 |
| 5.          | Date & Time of pre-bid meeting                                         | 29-07-2026 at 12.00 PM TO 02:00 PM at ARRAH Municipal Corporation Office.                                                                                                                       |
| 6.          | Date and Time of Opening of Technical Bid                              | 07-08-2026 at 03.30 PM at ARRAH Municipal Corporation Office.                                                                                                                                   |
| 7.          | EMD                                                                    | Rs 1,20,000/- paid through online mode/internet payment gateway (Credit/Debit), Net Banking or through Bank Guarantee on <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a> . |
| 8.          | Cost of Tender Documents                                               | Rs 5000/- paid through online mode/ internet payment gateway (Credit/Debit), Net Banking on <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a> .                              |
| 9.          | Tender Processing Fee                                                  | As per eproc 2 norms.                                                                                                                                                                           |
| 10.         | Time allowed for Technical Clarifications during technical evaluation. | 03 Days                                                                                                                                                                                         |
| 11.         | Period of Bid Validity                                                 | 120 Days.                                                                                                                                                                                       |

1. Detailed descriptions of the item and instructions for submitting offer can be downloaded from e-tender website (<http://www.eproc2.bihar.gov.in>)
2. For support related to e-tendering process, bidders may contact at "eproc 2.0 Help Desk Address: mjunction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S- Shastri Nagar Patna 8000014, Bihar, Toll Free Number: 1800 572 6571 or may visit <https://www.eproc2.bihar.gov.in>.
3. Bidder should be registered on e-Procurement portal ([www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)) and have the Class III Digital Signature Certificate (DSC) with signing + Encryption and User id of the e-Procurement website (<https://www.eproc2.bihar.gov.in>) before participating in the e-Tendering process.
4. The Municipal Commissioner, ARRAH Municipal Corporation reserves the right to reject or cancel the tender or any part thereof without assigning any reasons thereof.
5. In case of any dispute regarding this tender jurisdiction of ARRAH shall be mandatory.
6. Corrigendum/Addendum, if any, will be published on the website of e-procurement <https://www.eproc2.bihar.gov.in> itself.

  
**Municipal Commissioner**  
**Nagar Nigam Ara**

## MINIMUM ELIGIBILITY CRITERIA

### Minimum Eligibility qualification for evaluation of Technical Round:

1. The Agency / Firm must be registered under the Companies Act, LLP Act, and must have a valid PAN number.
2. The Agency must have GST registration in Bihar.
3. The Agency must have its own operational office in Bihar. Joint Ventures (JV) or any other arrangement for office setup will not be allowed.
4. The Firm must be working for ULB in Bihar related to financial accounting and Internal Control work and must have experience of at least three ULBs including one Nagar Nigam for 2 years as on the date of Bid, additionally the Agency have deployed web based customized accounting software in 2 ULBs, Relevant work orders / completion certificates must be submitted as proof.
5. The average annual GST turnover of the Agency during the last three financial years, 2023-24, 2024-25, and 2025-26, must be ₹50 Lacs or more. Audit report or CA / CMA certified turnover certificate must be submitted.
6. The Agency must not be debarred or blacklisted in Bihar. A notarized affidavit confirming the same must be submitted.
7. The Agency 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. A declaration on letterhead must be submitted in this regard.
8. The Agency must have at least one Chartered Accountant/Cost Accountant either as a partner or as a full-time employee. Relevant proof such as partnership deed, appointment letter, employment certificate, or ICAI/ICMAI membership certificate must be submitted.
9. The Agency must deploy two Finance Executives with qualifications such as B.Com/M.Com/ CA Inter or CMA/Inter 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. A declaration on letter head is expected to submit in this regard.
10. The Firm must be ISO 9001:2015, ISO 27001, ISO 20000 certified.
11. The Agency must deploy an **ADVANCED ACCOUNTING SOFTWARE** that is best possible compliant with the Bihar Municipal Accounting Rules (BMAR) from day one of work order generated. The software must ensure:
  - Real-time updating of the Main Cash Book for schemes like 6th and 15th Finance Commissions.
  - The software must facilitate the seamless conversion of manual records into electronic form, ensuring efficient digitization of existing data.
  - Generation of MIS reports as per BMAR guidelines.
    - Auto preparation of Statutory deduction register
  - Payroll Management for Permanent/Contractual/Man days staff, EPF Passbook, Auto generation of Salary on posting no of days presence in a month etc.
  - Enhanced financial transparency, accountability, and structured financial management aligned with BMAR provisions.

- 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.
- 12. 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.
- 13. Bidders must submit hard copies of all relevant documents to NAGAR NIGAM ARA before the bid closing date.
- 14. If applicable, the tender fee (including GST) must be borne by the bidder.
- 15. EMD of ₹ 1,20,000 must be submitted in the form of Demand Draft in favor of Municipal Commissioner, ARA 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. 5% of the amount quoted by the bidder for FOIC shall be deposited as performance security.
- 16. 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 ARA 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 ARA shall not bear any monetary liability incurred to the affected Bidder(s). Decision of NAGAR NIGAM ARA 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 NIGAM ARA shall notify the successful bidder in writing/Through e-Proc that their bid has been declared qualified and award letter is being issued and uploaded to e-Proc portal if any. 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 two 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, the NAGAR NIGAM ARA 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 Agency 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 must 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. Maintain grant registers for various funding sources.
8. Assist in the preparation of financial and MIS reports as required by the Urban Development Department.
9. Ensure compliance with statutory deductions (GST, IT, TDS, Labour Cess, Royalty etc.).
10. Assist in preparing reports related to schemes of the Central and State Governments.
11. Assist the ULB in developing and implementing rules, regulations, and policy frameworks.
12. Prepare utilization certificates (UCs) for all allocations received under various heads.
13. File periodic GST and Income Tax returns in a timely manner.
14. Maintain registers for cheques received, cheques issued, and advances.
15. Prepare grant/subsidiary registers for all grants such as 15th Finance Commission, HFA, etc.

## Support and Input to the Firm:

The NAGAR NIGAM ARA shall not provide working space, computer(s)/printers(s) and other stationary items however, all the relevant data, files, documents, information etc. shall be provided to the selected Agency to perform their work/services.

## Payment Terms:

1. The Agency shall issue a monthly bill **only for FOIC Consultancy Services** to NAGAR NIGAM ARA through the e-Proc Portal if any 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 must be quoted as a **one-time fee only**, and 90% of the said amount shall be **paid to the Agency in a single payment** after the deployment of the software. Balance 10% shall be paid after 3 months based on successful functional of software.
3. Invoice for AMC would be payable on yearly basis at rate mentioned in below table
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 Services Per Month Basis |                                                  |                    |                   |
|------------------------------------------|--------------------------------------------------|--------------------|-------------------|
| Sr.                                      | Particulars                                      | In Rs. (in Number) | In Rs. (in words) |
| 1                                        | FOIC and allied services                         |                    |                   |
| 2                                        | Customised Accounting Software                   |                    |                   |
| 3                                        | AMC for Customised Accounting Software (in %age) |                    |                   |

Note:

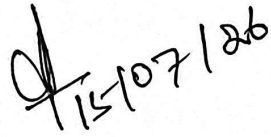
1. L1 to be decided based on rate quoted by bidder.
2. Rate must be inclusive of applicable GST Rate
3. In case of mismatch in amount quoted in number and word, the amount quoted in word will be considered in evaluation.
4. In the event that the minimum service fee rates quoted by more than one bidder in the tender are found to be identical, the tender shall be finalized through by draw of lottery.

### 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 ARA.
- 2- However, the legal jurisdiction for all matters would be Ara, Bihar only.

Note:

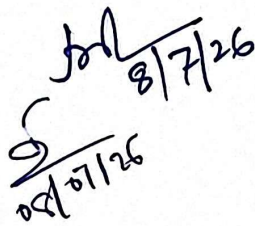
Attachment 1 to RFP \*Clarification on minimum Eligibility qualification for evaluation of Technical Round: As conditions/clauses laid down as minimum eligibility criteria for qualifying technical round from 1 to 11 clauses if word mentioned should be that to be replaced with must be, in addition to that for average GST turnover of last three financial year from 2023-24 to 2025-26 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.

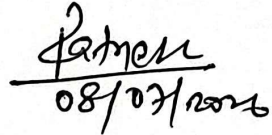
  
Municipal Commissioner  
Nagar Nigam Ara

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