



NAGAR PARISHAD BARH

GOVERNMENT OF BIHAR
URBAN DEVELOPMENT AND HOUSING
DEPARTMENT

PATNA, BIHAR, INDIA

**TENDER DOCUMENT FOR IMPLEMENTATION FISCAL
OVERSIGHT AND STATUTORY COMPLIANCE AT
BARH NAGAR PARISHAD.**

(Bidding Through e-Proc Portal)



GOVERNMENT OF BIHAR



URBAN DEVELOPMENT & HOUSING DEPARTMENT

BARH MUNICIPAL COUNCIL, BARH

NOTICE INVITING e-TENDER (NIT)

E-TENDER INVITATION NOTICE- 08/2026-27

(By e-tender www.eproc2.bihar.gov.in)

E-TENDER NO.- 08/2026-27

1. NAME AND ADDRESS OF THE ADVERTISER - THE EXECUTIVE OFFICER, NAGAR PARISHAD BARH, PATNA
2. DATE OF ISSUE OF ADVERTISEMENT - DATE- 22.09.2026
3. DATE AND TIME OF UPLOADING OF TENDER DOCUMENTS - DATE- 08.10.2026, TIME- 11.00 AM
4. VENUE/DATE AND TIME OF PRE BID MEETING - DATE- 08.10.2026, TIME- 11.00 AM TO 01.00 PM AT EXECUTIVE OFFICER OFFICE, NAGAR PARISHAD BARH
5. LAST DATE/TIME FOR UPLOADING OF TENDER BY CONTRACTOR - DATE- 20.10.2026, TIME- 17.00 PM
6. DATE/TIME OF OPENING OF TECHNICAL AND FINANCIAL BID - DATE- 21.10.2026, TIME- 11.00 AM

GR. NO.	WORK NAME	EMD AMOUNT (PAID ONLY IN ONLINE MODE OR OFFLINE IN BG MODE ONLY) (IN RS.)	BILL OF QUANTITY (NON-REFUNDABLE, PAYMENT IN ONLINE MODE ONLY) (IN RS.)	BID PROCESSING FEE (THROUGH ONLINE PAYMENT) (NON-REFUNDABLE) (IN RS.)	TIME LIMIT FOR COMPLETION OF WORK
01	HIRING OF AGENCY FOR FISCAL OVERSIGHT AND STATUTORY COMPLIANCE AT BARH NAGAR PARISHAD, BIHAR	80,000.00	10,000.00	AS PER E-PROC 2.0	24 MONTHS

Handwritten signature
EXECUTIVE OFFICER
NAGAR PARISHAD BARH

LETTER NO.- 1428 / DATE- 29/09/2026

COPY TO: - SUBMITTED FOR INFORMATION TO THE DIRECTORATE OF INFORMATION AND PUBLIC, PATNA, BIHAR, WITH A REQUEST TO PUBLISH THIS IN ANY TWO NEWSPAPERS OF THE DISTRICT.

Handwritten signature
EXECUTIVE OFFICER
NAGAR PARISHAD BARH

Notice Inviting Tender

Subject: Statement of Work (SOW) for Implementation Fiscal Oversight and Statutory Compliance at Barh Nagar Parishad for the Financial Year 2026-27 and onwards.

1. Barh Nagar Parishad 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 Barh Nagar Parishad. 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.

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 in E-Proc Portal.
3. 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 Barh Nagar Parishad.


Executive Officer

Nagar Parishad Barh

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. Joint Ventures (JV) is not 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 (3) ULB's for 2 years as on the Published date of Bid, additionally the Agency must have deployed web based customized accounting application(s) — at least 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. CA certified Audit report with UDIN 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 on Rs. 100 Stamp paper. Date of affidavit must be after publication of NIT.
7. The Firm must be ISO 9001:2015, ISO 27001, ISO 20000 certified.
8. 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.
9. 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 URB 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.

Right to accept or to reject any bid or all bids:

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

Notification of Award:

1. Barh Nagar Parishad 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.
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 2 (TWO) Years for Fiscal Oversight and Statutory Compliance Service which may be extended for further period of maximum ONE financial Years upon satisfactory performance.
2. However, if the assigned work is found unsatisfactory, a show cause notice will be issued regarding the contract; if the response is unsatisfactory, the contract may be terminated by serving three notices within a period of 30 days, while allowing sufficient time.

Clarification of Bids

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

SCOPE OF WORK:

Fiscal Oversight and Statutory Compliance Service

1. Prepare manual 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. Implement vouchers (bills) and necessary accounting reforms in accordance with the Bihar Municipal Accounting Rules, 2014 and the Accounting Manual.
3. Maintain grant registers for various funding sources.
4. Preparation of UC Report, financial and MIS reports as required by the Urban Development Department.
5. Ensure correct statutory deductions (GST, IT, TDS, Labour Cess, Royalty etc.).
6. Ensure time payment of Statutory deductions such as Income Tax TDS, GST TDS, PF, Royalty etc.
7. Ensure timely submission of Return of Statutory deduction such as TDS Return, GST Return, PF Return, EPFO Return, ESIC Return etc.
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. The Agency must deploy a qualified Team Leader who is either CA / CMA / MBA Finance, with at least 2 years of relevant experience. A declaration on letterhead must be submitted in this regard.
11. The Agency must deploy one Finance Executive with qualifications such as M. Com/CA Inter or CMA Inter having at least one year working experience and sound knowledge of finance, accounting, and taxation, who will work onsite for 30 days in a month. A declaration on letterhead is expected to be submitted in this regard.
12. Before making payment to the successful agency selected through the tender, the file must be submitted for an audit to verify that the payment is being made from the correct fund head.

Support and Input to the Firm:

The Barh Nagar Parishad will only provide the files, documents, information, and space required for the selected agency to perform its work or services. The successful agency must arrange for computers, printers, and other necessary equipment at its own expense.

Payment Terms:

1. The Agency shall issue a monthly bill only for Fiscal Oversight and Statutory Compliance Service. The payment shall be released by the ULB on or before the 10th of the subsequent month.
2. If the selected agency carries out any outstanding work as required by the ULB, payment for it will be made separately. The rate for such work will be determined by the Executive Officer in accordance with the rules.
3. TDS under Income Tax and GST or any other statutory levies will be deducted at applicable rates.

Financial Evaluation:

Price Quote for Fiscal Oversight and Statutory Compliance Service

Sr.	Particulars	Rs.
1	Fiscal Oversight and Statutory Compliance Service – Complete Lump-Sum Price for 24 Months (inclusive of all applicable charges and taxes).	Rs

Note:

1. L1 to be decided based on rate quoted in point no 1.

Arbitration Clause:

1. In the event of any difference or dispute arising out of this contract, all efforts shall be made by 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 a reasoned and speaking award. The venue of arbitration, if any, shall be at Patna.
2. However, the legal jurisdiction for all matters would be High Court Patna, Bihar only.


Executive Officer
Nagar Parishad Barh

*****END*****