



Muzaffarpur Municipal Corporation, Muzaffarpur

e-TENDER (Short) EOI Notice No-02/E&M/MMC/2024-25
(Through e-procurement mode on <https://eproc2.bihar.gov.in/>)

1	Designation and Address of Advertiser	Municipal Commissioner, Muzaffarpur Municipal Corporation, Muzaffarpur
2	Date of issue of Eoi Notice	21-12-2024
3	Period of Bidding	From 30-12-2024 to 04-01-2025 up to 15:00 Hrs. through https://eproc2.bihar.gov.in/
4	Date, time & place of pre-Eoi meeting	02-01-2025 at 15:00 hrs. in the Office of Muzaffarpur Municipal Corporation, Muzaffarpur.
5	Last date and time of submission of hard copy of EMD (in original) along with copy of uploaded documents.	04-01-2025 at 17:00 hrs in the Office of the Municipal Commissioner, Muzaffarpur Municipal Corporation, Muzaffarpur.
6	Date and time of opening of technical Eoi	07-01-2025 at 16:00 Hrs on https://eproc2.bihar.gov.in/
7	Date and time of opening of financial Eoi	To be informed later after the approval of technical bid.
8	Period of Eoi validity	180 Days
9	Portal for Submission of Eoi	website: https://eproc2.bihar.gov.in/

10. Work Description:

Sl. No.	Work Descriptions	Cost of Eoi Document (in Rs.)	Bid Processing Fee
1.	"Appointment of Chartered Accountant Firm for professional services of Muzaffarpur Municipal Corporation".	1,000.00	As per e-proc norms. https://eproc2.bihar.gov.in/

11. For participating in e-tendering process, the Person/Firm/Consultants shall have to get themselves registered to get user ID, Password and Digital Signature. This will enable them to access the website.

12. For any information regarding Eoi, contact Mr. Darbin Kumar, Assistant, E&M Section, Mobile No. +91 9939640922,

Note : For further details please visit : www.state.bihar.gov.in/prdbihar and Eoi document shall be available on website: <https://eproc2.bihar.gov.in/> as well as <https://mymmc.org/>


(Vikram Virkar, I.A.S.)
Municipal Commissioner
Muzaffarpur Municipal Corporation,
Muzaffarpur.



**Muzaffarpur Municipal Corporation
Invites
Expression of Interest
for**

**“Appointment of Chartered Accountant
Firm for professional services of
Muzaffarpur Municipal Corporation”**

Notice inviting EOI for APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR VARIOUS PROFESSIONAL SERVICES OF MMC MUZAFFARPUR

Muzaffarpur Municipal Corporation (MMC) is a local body providing services to the public of Muzaffarpur Municipal Area. While running its routine affairs MMC, Muzaffarpur faces matters related to financial and statutory compliances, consultancy related to EPF, ESI, Budget Preparation, Day to Day working related to financial matters, Updation of Fixed Assets register, Consultancy related to Finalization of Books of accounts, etc. To minimize the discrepancies in financial matters and consultancy regarding statutory compliances, MMC Muzaffarpur wishes to appoint reputed Chartered Accountant firm for availing their services on contractual basis. Hence, EOI is invited from well established, experienced and reputed Chartered Accountant Firms having experience as per eligibility criteria mentioned in this document.

The Chartered Accountant firms which are registered with ICAI are eligible for appointment. The qualification, experience and other terms and conditions and the Performa application in which the application has to be made, have been prescribed by MMC and being attached with this notice. Eligible Chartered Accountant firms may send their application as mentioned in the para C from the date of advertisement.

A. ELIGIBILITY CRITERIA FOR CONSIDERATION AND APPOINTMENT:-

1. Minimum eligibility criteria for consideration: -

Firm of Chartered Accountant:

(i) Chartered Accountant Firm should be enrolled with ICAI.

(ii) Minimum experience of 10 years in practice.

(iii) Firm should not be blacklisted by any of the Government Department, PSUs or Authorities.

2. The desirable criteria for appointment of Chartered Accountant Firm shall be as under: -

Having Head office preferably within Muzaffarpur Planning Area. The office should have good infrastructure like mobile, internet, computer, audio video conference system, steno, assistant etc. so as to render services efficiently.

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B. SCOPE OF WORK :-

To assist the Municipality in achieving effective financial management, revenue optimization, and regulatory compliance, the proposed scope of work encompasses the following responsibilities :-

1. Financial Planning and Budgeting

- Develop and implement financial plans aligned with the Municipality's objectives.
- Prepare and review annual and multi-year budgets, ensuring cost-effective resource allocation.
- Provide strategic recommendations to improve financial sustainability.

2. Tax Collection and Revenue Register Maintenance

- Maintain accurate and updated tax collection demand registers for:
- Holding Tax: Ensure timely invoicing, follow-ups, and reduction of overdue accounts.
- Stall Fees: Monitor rental payments and enforce collection policies.
- Trade Licenses: Manage fee collection and delinquency tracking.
- Vehicular Services: Oversee revenue collection for parking fees and permits.
- Advertisement Fees: Ensure compliance and optimize collection for municipal advertising permits.
- Mobile Towers: Track fees for tower installations, ensuring regulatory adherence.
- Formulate strategies to enhance collection efficiency, aiming for a 30% increase in revenue through optimized billing, tracking, and recovery processes.

3. Revenue Enhancement and Exploration

- Identify and recommend new revenue streams, including innovative fees or service charges.
- Implement strategies to minimize delinquency rates and maximize revenue collection.

4. Tender Management and Procurement Assistance

- Prepare and review tender documents for municipal projects and services, including Sairat, parking, and public utilities.
- Ensure compliance with regulatory standards, incorporate clear terms, and align with municipal objectives.
- Assist in defining bidding criteria, evaluation metrics, and contract clauses for transparent procurement processes.

5. Financial Monitoring, Reporting, and Analysis

- Provide monthly, quarterly, and annual financial reports with a focus on transparency and accountability.

- Conduct financial analysis to identify trends, variances, and areas for improvement.
- Offer consultancy for maintaining accurate books of accounts.

6. Statutory Compliance and Tax Advisory

- Ensure timely compliance with EPF, ESI, and other statutory requirements.
- Advise on tax planning strategies to optimize savings and legal compliance.
- Ensure timely filing of GST, Income Tax & other applicable tax returns.

7. Audit and Internal Controls

- Conduct internal audits to evaluate financial practices and identify improvements in internal controls.
- Recommend measures to enhance transparency and prevent mismanagement.

8. Bank Reconciliation and Expense Management

- Prepare accurate and detailed bank reconciliation statements.
- Regularly verify bills and monitor expenditures to ensure accountability and compliance.

9. Fixed Assets and Debtors/Creditors Management

- Maintain an updated fixed assets register with accurate records.
- Validate and certify debtor and creditor accounts to ensure transparency and accuracy.

10. Project Finance and Fund Management

- Provide guidance on financing options for municipal projects.
- Manage funds with proper allocation and expenditure tracking.

11. Debt and Investment Management

- Advise on structuring and repayment of municipal debt.
- Develop investment strategies to maximize returns within permissible risk levels.

12. Miscellaneous and Additional Services

Support emerging financial tasks, special projects, and ad-hoc requirements as requested by the Municipality.

C. Confidentiality :

The undersigned Chartered Accountant Consultant (hereinafter collectively referred to as "Consultants") agree to comply with the following confidentiality terms as a condition of their engagement with Muzaffarpur Municipal Corporation here in referred as client :

1. Confidential Information: Consultants acknowledge that, during the course of their engagement, they may have access to confidential and proprietary information regarding the client's organization, including but not limited to financial data, legal matters, strategic plans, and other sensitive information ("Confidential Information").

2. Non-Disclosure and Limited Use: Consultants agree that they shall not disclose, communicate, or otherwise make available Confidential Information to any third party without prior written consent from the client. Consultants further agree that Confidential Information will be used solely for the purpose of providing services to the client and will not be used for any other purpose. Any violation of this may lead to unilateral cancellation of the agreement and the firm may be blacklisted. Client may also initiate legal as well as criminal proceeding for the violation.

3. Safeguarding Information: Consultants shall take all reasonable precautions to safeguard Confidential Information, including implementing appropriate security measures to prevent unauthorized access, copying, or disclosure.

4. Return or Destruction of Information: Upon the termination of their engagement or upon the client's request, Consultants agree to promptly return or securely destroy any and all documents, files, or other materials containing Confidential Information, including electronic and hard copies.

5. Duration of Obligation: The obligations of confidentiality under this clause will survive the termination of the Consultants' engagement with the client and remain binding until the Confidential Information becomes publicly known through no fault of the Consultants or until released from confidentiality obligations by the client in writing.

6. Remedies: In the event of any unauthorized disclosure or misuse of Confidential Information, the client shall be entitled to seek injunctive relief and any other remedies available under law, including damages incurred as a result of the breach.

D. Working Hours :

Under this Expression of Interest (EOI), the designated staff member (hereinafter referred to as "Staff") is required to adhere to the following work hour requirements:

1. Work Schedule: Work schedule, timings & days of work, shall be coterminous with that of the Municipal Corporation office.

2. Attendance and Punctuality: The firm's Staff is expected to maintain punctual attendance, strictly following the assigned work hours. Frequent lateness, early departures, or absences without prior approval may result in disciplinary actions or deductions as per client policies.

3. Flexible Arrangements: Any request for flexible or remote work arrangements must be submitted in writing and is subject to the MMC's approval.

4. Adjustments to Work Hours: MMC reserves the right to modify the Staff's work hours to meet operational needs, reasonable notice is given.

a) Penalty for Non-Compliance

In the event that the Legal Consultant (hereinafter referred to as "Consultant") fails to comply with the terms of the agreement or does not complete the scope of work as outlined, the following penalties shall apply:

1. Non-Compliance Penalty: If the Consultant does not meet the established deadlines, fails to fulfill their duties as specified in the Scope of Work, or breaches any terms of the agreement, the Consultant shall be liable to pay a penalty of 2% of the total contract value for each violation, up to a maximum of 10%.

2. Quality of Work: If the Consultant's work is deemed unsatisfactory or below the standards set forth in the agreement, they will be required to rectify the work at no additional cost to the client within a specified period. Failure to do so may result in a penalty of 2% of the contract value or immediate termination of the agreement.

3. Delayed Performance: In case of any delay in completing the work, a penalty of 0.5% of monthly agreement value per day will be imposed until the satisfactory completion of the tasks, unless a written extension has been granted by the client.

4. Termination: In cases of repeated non-compliance, the client reserves the right to terminate the contract without further notice and recover damages for any losses incurred due to the Consultant's non-performance.

5. Invoicing Deductions: Any penalties imposed due to non-compliance shall be deducted from the Consultant's invoices or outstanding payments.

E. DOCUMENTS TO BE SUBMITTED BY THE CA FIRMS AND PRACTICING CA'S/ HOW TO APPLY:-

Interested and eligible CA Firms may submit their **Application Form** along with latest passport size photograph in the format given in **Annexure - A**. The application Form duly filled in, along with all following documents/information duly self-attested by any partner/proprietor, as the case may be, should be submitted.

- i High School Certificate in support of age.
- ii Registration with ICAI.
- iii Identity card issued by ICAI.
- iv. Certificates in support of educational qualification.
- v. Duly filled and signed Integrity Pledge attached as **Annexure-C**
- vi. Details regarding experience of working with Govt./PSU/Statutory bodies/Local authority/state government/corporate houses. Agencies with 2 years of experience of working with ULBs shall have preference.
- vii. Annual Income Tax Return filed with the tax authorities for last 2 financial years.
- viii. An undertaking from the proprietor / partner to the effect that all information furnished by him/her is correct and he/she is willing to abide by the terms and conditions as to mention in the appointment and fees as placed at Annexure - B

F. TENURE / TERM OF APPOINTMENT

The initial appointment will be valid for ONE YEAR or until further directions whichever is earlier. The Performance of empaneled Chartered Accountant Firms shall be reviewed on an annual basis. However, on completion of term and satisfactory performance of the firm, the appointment may be renewed for a further period of ONE YEAR only.

G. PAYMENT OF FEE AND OTHER CONDITIONS:

The fee payable to the Chartered Accountant firm shall be governed by the Schedule of fee structure issued by ICAI from time to time. However present rate applicable in currency of this appointment is detailed / placed at **Annexure-B**.

H. GENERAL INFORMATION / TERMS & CONDITIONS:

- i. Mere submission of Application and fulfilling of eligibility criteria does not entitle Firms for appointment.

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- ii. The empaneled firm under this guidelines / advertisement shall not be treated as employees of Muzaffarpur Nagar Nigam and therefore, shall not be eligible for any salary or benefits available to its employees.

I. TERMS & CONDITIONS:

1. That the appointed firm of Chartered Accountant shall attend to all the matters referred to him / her/them for opinion immediately and render his / her / their opinion expeditiously.
2. That, the appointed CA firm will give his/ her/ their specific consent to these terms & conditions and the fee schedule (Annexure-1) falling which his/ her/ their appointment will stand cancelled without any notice to him / her/ them in this regard.
3. Muzaffarpur Municipal Corporation will provide a room for execution of works, in which table, chair, fan, adequate lighting and internet facility will be provided as per requirement. The firm/agency will have to make its own arrangements for other necessary equipment and devices such as computers and printers etc.
4. The competent authority reserves the absolute right to cancel, reject, or annul any bid or the entire tender process at any stage without assigning any reason whatsoever. The decision in this regard shall be final and binding, and no claim or correspondence shall be entertained in this matter.

ANNEXURE - A

FORMAT OF BIO-DATA OF PROPRIETOR/PARTNER

1) Name of the Proprietor/Partner

Address:

Office Address :

Permanent Address :

Mobile :

Landline :

Email id :

2) Date of establishment of firm

3) Experience (as on date of application)

4) Educational Qualification

5) Date of enrolment with ICAI

6) Place/Area of Practice

7) Specialization, if any

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8) A Brief of list of clients e.g. Govt/Organization/PSU/ULB/ etc.

9) Income Tax PAN Number

It is certified that the above information is correct to the best of my knowledge and belief.

Place -

Signature

Date -

Name

DECLARATION

I/we declare that I/we have never been penalized by ICAI council in any Disciplinary Proceedings also undertake to maintain absolute secrecy about the data of Muzaffarpur Municipal Corporation.

Signature of Proprietor/Partner

Address (office & residence)

Tel:

Mobile:

Email:

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ANNEXURE - B

**FEE APPLICABLE FOR APPOINTED CHARTERED ACCOUNTANT FIRM
OF MUZAFFARPUR MUNICIPAL CORPORATION, MUZAFFARPUR**

- (1) Presently fee shall be payable as per Schedule - I of the EOI.
- (2) In future, fee may be increased by ten percent after end of every two years from the date of appointment.
- (3) **Payment of Assistant** - In future, the firm may request the Municipal Commissioner, Muzaffarpur Municipal Corporation for appointment of assistant, who will be available during whole working hours on behalf of the firm. This will be subject to approval of Municipal Commissioner, Muzaffarpur Municipal Corporation and for the same honorarium will be fixed by Municipal Commissioner, Muzaffarpur Municipal Corporation and shall be payable by Muzaffarpur Municipal Corporation.

Financial Part

Schedule - I (FEE SCHEDULE)

S. No.	Particulars	Rate Per Month	
		(In Figure)	(In Words)
1.	Lump sum fee for CA Firm for carrying out professional work of MMC as per scope of work and Terms and conditions given in tender documents with Four high skilled manpower (Assistants) and all office expenses. Amount to be quoted (per month)		
	Total Amount		

- (i) While submitting the Financial Proposal, the Applicant shall ensure the following:
- a) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover overall cost for supply of services to MMC as per scope given in this EoI.
 - b) The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
 - c) The bidder has to pay wages throughout the contract period which is not less than the minimum wages fixed for the period for a particular category of labour by Labour Resource Department, Government of Bihar. The bidder will also have to make any other applicable statutory payments to the manpower supplied. Non-compliance of these conditions will result in rejection of bidder's financial bid and forfeiture of EMD.
 - d) The bidder has to pay minimum wages of skilled labor as notified by the Labor Resource Department or as notified by Government of Bihar and bidder must quote their accordingly. Non-compliance of these conditions will result in rejection of bidder's financial bid and forfeiture of EMD.
 - e) The bidder shall quote the rate keeping in mind that the service charges should not be less than 3.85 % (3% profit and 0.85% transaction charges) and more than 7% (including transaction charges). Bids not complying with this condition will not be considered. Service charge rate quoted will be acceptable only up to two decimal points.

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ANNEXURE – C

Integrity Pledge for Organisations

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country. We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice and we tackle instances of corruption with utmost strictness.

We realize that as an Organisation, we need to lead from the front in eradicating corruption and in maintaining highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- We shall promote ethical business practices and foster a culture of honesty and integrity.
- We shall not offer or accept bribes
- We commit to good corporate governance based on transparency accountability and fairness.
- We shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business.
- We shall adopt a code of ethics for all our employees.
- We shall sensitize our employees of laws, regulations, etc. relevant to their work for honest discharge of their duties.
- We shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities.
- We shall protect the rights and interests of stakeholders and the society at large.

Signature and Seal of the Organization

