



MUZAFFARPUR SMART CITY LIMITED



C/o: Muzaffarpur Municipal Corporation Special Officer, MZP Municipality Muzaffarpur, Bihar-842001

E-mail id: mmc-muz-bih@nic.in, muzaffarpur.ulb@gmail.com

CIN: U93090BR2017SGC036592


Letter No. 1989 /MSCL

Date: 23/05/26

Notice Inviting Quotation

EOI for selection of Chartered Accountant Firm for Internal Audit for the financial year 2025-26 & 2026-27 of Muzaffarpur Smart City Limited.

Muzaffarpur Smart City Limited invites quotations for the selection of Chartered Accountant (CA) Firm to conduct Internal Audit for the financial year 2025-26 and 2026-27. Quotation from CA firm will be received upto **3:00 P.M. on 03-06-2026** at office of Muzaffarpur Smart City Limited, 3rd Floor, ICCB Building, Near Town Hall, Muzaffarpur-842001 and tentatively it will be opened **4:00 P.M. on 04-06-2026** at the above given address before Managing Director, Muzaffarpur Smart City Limited. Details can be downloaded from website:- <https://mymmc.org/>, <https://muzaffarpur.nic.in/>


23/05/26


Managing Director
Muzaffarpur Smart City Limited

Letter No. 1989 /MSCL

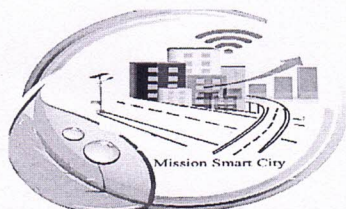
Date: 23/05/26

Copy to:- Computer Section, MMC for wide circulation and public display on Website <https://mymmc.org/> and Notice Board of MMC.

Copy to:- DIO, NIC, Muzaffarpur for wide circulation and public display on Website on <https://muzaffarpur.nic.in/>.


23/05/26

Managing Director
Muzaffarpur Smart City Limited



Smart City Muzaffarpur

Muzaffarpur Smart City Ltd.

NOTICE INVITING QUOTATION (NIQ)

for

Selection of Chartered Accountant's Firms to conduct Internal Audit for the Financial Year 2025-26 and 2026-27 for Muzaffarpur Smart City Limited in Muzaffarpur, Bihar.

Issued By:

Muzaffarpur Smart City Limited, Muzaffarpur

MCA CIN NO. U93090BR2017SGC036592

Regd.Office: Muzaffarpur Municipal Corporation, Special
Officer, MZP Municipality Muzaffarpur,
Bihar 842001

Email Id : muzaffarpur.ulb@gmail.com, mscl.technical@gmail.com

Contact : 9973134529

Website : www.mymmc.org

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Disclaimer

The information contained in this Notice inviting Quotation (“NIQ”) whether subsequently provided to the bidders, (“Bidder/s”) verbally or in documentary form by Muzaffarpur Smart City Limited (henceforth referred to as “MSCL” in this document) or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this NIQ document and any other terms and conditions subject to which such information is provided.

This NIQ is not an agreement and is not an offer or invitation to any party. The purpose of this NIQ is to provide the Bidders or any other person with information to assist the formulation of their financial offers (“Bid”). This NIQ includes statements, which reflect various assumptions and assessments arrived at by MSCL in relation to this scope. This NIQ document does not purport to contain all the information each Bidder may require. This NIQ document may not be appropriate for all persons, and it is not possible for the Managing Director, MSCL and their employees or advisors to consider the objectives, technical expertise, and particular needs of each Bidder. The assumptions, assessments, statements and information contained in the NIQ documents, may not be complete, accurate, adequate or correct. Each Bidder must therefore conduct its own analysis of the information contained in this NIQ and to seek its own professional advice from appropriate sources.

Information provided in this NIQ document to the Bidder is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. MSCL accepts no responsibility for the accuracy or otherwise for any interpretation of opinion on law expressed herein.

MSCL and their employees and advisors make no representation or warranty and shall incur no liability to any person, including the Bidder under law, statute, rules or regulations or tort, the principles of restitution or unjust enrichment or otherwise for any loss, cost, expense or damage which may arise from or be incurred or suffered on account of anything contained in this NIQ or otherwise, including the accuracy, reliability or completeness of the NIQ, and any assessment, assumption, statement or information contained therein or deemed to form part of this NIQ or arising in any way in this selection process.

MSCL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this NIQ. MSCL may in its absolute discretion, but without being under any obligation to do so, can amend or supplement the information in this NIQ.

The issue of this NIQ document does not imply that MSCL is bound to select a Bidder or to appoint the Selected Bidder (as defined hereinafter), for implementation and reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, demonstrations or presentations which may be required by MSCL or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and MSCL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the selection process.

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NOTICE INVITING QUOTATION

Quotation is invited from Chartered Accountant's Firms to conduct Internal Audit for the Financial Year 2025-26 and 2026-27 for Muzaffarpur Smart City Limited.

Quotation will be received up to 3:00 P.M. hours on 03-06-2026 at office of Muzaffarpur Smart City Limited (MSCL), 3rd Floor ICCB-Building, Near Town Hall, Muzaffarpur-842001 and tentatively will be opened at 4:00 P.M. hours on 04-06-2026.

Terms of Reference (TOR) for the Chartered Accountant firms

Internal Audit has to be done of the Annual Accounts of Muzaffarpur Smart City Limited for the Financial Year 2025-26 and 2026-27.

An indicative list of services (including but not limited to) which would be expected to be offered by the selected "CA Firm" are as follows:

- (i) To provide an independent and unbiased view, adding value to "MSCL".
 - a) To objectively review MSCL's policies and procedures, and to provide assurance regarding compliance with the policies and procedures of MSCL and that these processes are adequate in mitigating risks of MSCL.
 - b) To improve the internal control environment of MSCL by assessing its efficiency and operating effectiveness.
 - c) To regularly perform audit, to ensure compliance with any and all relevant laws and regulations.
 - d) To audit of books of Accounts, Ledgers, Vouchers including other areas in accordance with standard on internal audit issued by ICAI for evaluation of internal Finance control of the company.
- (ii) To check & verify the cash book, bank book & accounting software used by MSCL.
- (iii) To review annual and/or quarterly and/or interim financial statement / reports of aforesaid periods which would be placed before the Management / Board of the Company.
- (iv) To prepare reconciliation statement of the deduction and reimbursement to the concerned department including verifying of accuracy thereof made by the company on the payment to its clients / contractors and staffs and also check the statutory returns are duly filed as per relevant provisions.
- (v) To review and report upon statutory compliances like EPE, TDS, GST etc. as may be applicable and financial reporting processes

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- (vi) To train and guide the staff of MSCL in the area of taxations and other matters.
- (vii) To audit the compliance to the notice received by MSCL in all matters relating to the Income Tax/TDS/GST including the assessment/reassessment proceedings and oversee preparation and submission of tax returns.
- (viii) To audit the compliance to the notices issued by CAG received by MSCL in all matters relating to accounts and other procedures.
- (ix) To review the account of MSCL periodically and submit the report of the same.
- (x) Any other assignment as directed by the Board of Directors of the Company/Managing Director/CFO.

The CA firm is expected to execute these tasks efficiently, ensuring compliance with relevant regulations and standards.

Eligibility Criteria

Chartered Accountants Firms fulfilling the following eligibility criteria as listed below shall be selected as an internal auditor of MSCL.

Any form of Joint Venture/Consortium of Firms will not be allowed for participation in the selection process. The Eligibility Criteria are as follows:

It is mandatory for all the participant Bidders have to pay a Non-Refundable Application fee of Rs.5,000/- (Rupees five thousand only) in the form of Demand Draft in favour of "Muzaffarpur Smart City Limited" towards cost of the NIQ.

- The CA Firms must be registered with ICAI with valid GST Registration.
- The CA Firms should be in practice for a period of 5 years or more. The Firm should have experience in conducting internal audit/statutory audit/accounting advisory services for at least one distinct Public Sector Undertakings or Government Organization having minimum annual revenue including grant from government of INR 100 Cr., in accordance to AS, during the last five years.
- Have at least 1 (one) full time CA proprietor/partner out of which at least 1 (one) proprietor/partner should be stationed at Muzaffarpur or Patna.
- Average Gross Receipt of the CA Firm should be of Rs. 1 Crore (One Crore) or more in the last 3 financial years 2022-23, 2023-24, 2024-25 (Audited Financial Statement to be submitted).
- Bidders shall not be blacklisted by any Government and / or semi-Government / Autonomous entities and not have abandoned / have been terminated from any service

work in India or abroad. Self-declaration certificate by Bidder in the form of Affidavit is to be submitted.

- Should not be statutory auditor in capacity as individual/firm associated with MSCL since formation.

Terms & Conditions:

1. Firm should submit the brief note about the resource of the firm indicating its year of establishment, experience, qualification & strength of professionals etc. of the firm in the format enclosed as Annexure-1.
2. The firm must have a Branch office in Muzaffarpur or Patna and all communication to the firm will be made to that office address only.
3. Two envelope system is followed for selection of firm.
4. The interested firm must prepare the first envelop superscribed as "Firm (Name of Firm) Technical Details" comprises of documents as mentioned in this Term & Conditions, Eligibility criteria and second envelop superscribed as "Firm (Name of firm) Quotation (Financial Details)" comprises of price bid of the firm in the format enclosed as Annexure-2.
5. Both the envelop then put up inside one single large envelop and must be superscribed as "*Quotation for Internal Audit of accounts for the financial year 2025-26 & 2026-27 of Muzaffarpur Smart City Limited (MSCL)*", and shall be submitted before 03-06-2026, 3:00 P.M. Hrs. by Speed Post/Courier/by hand only.
6. The selection of the firm will solely be the discretion of the Authority.
7. The interested Chartered Accountant's Firms are to submit their Quotation at the address to Managing Director, Muzaffarpur Smart City Limited (MSCL), 3rd Floor, ICCB-Building, Near Town Hall, Muzaffarpur-842001 before 03-06-2026, 3:00 P.M. by Speed post/ Courier/ by hand only.
8. The cut off date for evaluation of experience and Firms credentials will be at 4:00 PM on 04-06-2026.
9. Quotation received after the due date and time will not be considered.
10. Price bid of only those firm(s) will be opened, who have submitted all the documents as per T&C and qualified in the technical bid.
11. The firm quoting the lowest price for the internal audit as mentioned in ToR shall be selected for giving the services at MSCL.
12. No extra fees will be paid beyond the quoted price except where prior approval is taken if assigned any out stationed work.

13. The timeline for internal audit and all related works shall be as per the direction of MSCL.
14. Quotations shall be submitted strictly as per above terms and conditions.
15. Quotations not received as per above conditions is liable for disqualification.
16. MD, MSCL reserves the right to cancel even the lowest bidder if it does not fulfill the criteria as required for Internal Audit of accounts.
17. MD, MSCL reserves the right to accept or reject all or part or proposals without assigning any reason and also reserve the right to postpone or to cancel the invitation.
18. MSCL reserves the right to extend the tenure of the auditor for an additional period of one year, subject to satisfactory performance, for carrying out the internal audit of MSCL.
19. Bid shall remain valid for 90 days from opening of financial bid.

Annexure -1

(Information of Applicants on the letterhead of CA Firms)

1. Name of Firm:
2. Year of establishment:
3. Address and contact details of Head Office:
4. Address and contact details of Branch Office (s), if any:
5. Details of Contact person (s) with contact Numbers:
6. Details of Full Time Partners of the Firms Containing following information:
 - Name of Partner:
 - Address and Contact details of each Partner:
 - Educational Qualification:
 - Specialization in professional experience:
 - ICAI Membership no. and its category like ACA/FCA:
(supported by its details reflected in the current firm status)
7. Average Annual Gross Receipt of the Firm for last 3 years (supported by Financial Statements of the Firm)

Financial Year	Gross Receipt
Total	
Average Annual Gross Receipt	

8. Undertakings and details as mentioned in eligibility criteria as above.
9. Copy of registered with ICAI and GST Registration.

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Annexure -2

(Quotations on the letterhead of CA Firms)

To,

The Managing Director,
Muzaffarpur Smart City Limited.

Respected Sir,

We the undersigned, offer to provide the services for internal audit of accounts for the financial year 2025-26 and 2026-27 for Muzaffarpur Smart City Limited in accordance with the terms & conditions as mentioned in the Notice inviting Quotations publish on dated [insert Date]

Financial Proposal :- Amount to inclusive of all taxes.

Financial Year	Amount	Amount in words
2025-26		
2026-27		
Total		

Our attached Financial Proposal for the sum of [insert amount (s) in words and figure in Indian Rupees) as a lump sum fee; all inclusive of taxes, GST etc.] Our Financial Proposal shall be binding upon us subject to modifications resulting from contract negotiations, up to expiration of the validity period of the proposal.

No fees, gratuities, rebates, gifts, commissions, or other payments have been given or received in connections with the proposal.

We understand you are not bound to accept any proposal you receive.

Your sincerely,

Authorized signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Note: All the Financial bid submitted must be in the format Annexure-2 Financial bid submitted in any other format shall be rejected.

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