

**GOVERNMENT OF BIHAR**  
**BIHAR STATE DISASTER MANAGEMENT AUTHORITY**  
**(DISASTER MANAGEMENT DEPARTMENT)**  
2nd Floor, Pant Bhawan, Patna - 800001  
Phone No. - 0612-2522082. Fax NO.- 0612-2522311  
**(Website - [www.bsdma.org](http://www.bsdma.org))**

**RFP No.- 01/2018-19**

**Request for Proposal (RFP) for Hiring Service of Chartered Accountant firm**

Bihar State Disaster Management Authority requires services of Chartered Accountant firms and their associates for the following purpose for the financial year 2019-20 & 2020-21.

1. Internal Audit fee (each year).
2. Tally Entry (each year) (average transaction 3000-4000)
3. GST Returns and cases.
4. E-TDS statements- Income Tax
  - (Form 24Q (each quarter)
  - (Form 26Q (each quarter)
5. Handling of old and new cases of Income Tax.
6. Training to Accounts Staff for Tally 9(ERP-9) entry.


The selected firms should be registered in CA firm institute of Chartered Accountant of India and bearing GST No. CA firm should have working experience of at least 05 years.

Two sealed envelopes (Technical and Financial Proposal) should be kept in on bigger size envelope super scribed with the wording "To be opened by Authorised person only". The firm should clearly indicate its name and contact details with address, phone no. and e-mail id on the outer portion of bigger envelope.

**Important dates for the selection process:-**

Date for Pre- Bid Conference at BSDMA	-	15.02.2019 at 02.00 PM
Last date for submission of proposal to BSDMA	-	22.02.2019 at 05.00 PM
Date of Opening of Technical Bid	-	26.02.2019 Time 02.00 PM
Date of Opening of Financial Bid	-	28.02.2019 Time 02.00 PM

**Venue for Pre-Bid Conference :** Pre-Bid conference for appointment of CA Firm for Internal Statutory audit will be held at BSDMA.

  
**(Sanwar Bharti)**  
**Secretary,**  
**BSDMA**