

GOVERNMENT OF BIHAR
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPARTMENT)
5th Floor, Sardar Patel Bhawan, Patna - 800023
Phone No. - 0612-2547311.
(Website - www.bsdma.org)

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 2024-25 & 2025-26.

1. Internal Audit fee (each year).
2. Tally Entry (each year) (average transaction 3000-4000)
3. GST Returns and cases (each month).
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 last 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 Authorized 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	-	15.02.2024 at 02.00 PM
Last date for submission of proposal to BSDMA	-	23.02.2024 at 05.00 PM
Date of Opening of Technical Bid	-	27.02.2024 Time 02.00 PM
Date of Opening of Financial Bid	-	29.02.2024 Time 03.00 PM

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


(Minendra Kumar)
Secretary,
BSDMA