

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 to 2026-2027

The detail of tender process is as below -

Pre- Bid Meeting in Conference Hall	-	20.08.2024 Time 03.00 PM
Receipt of Bids	-	28.08.2024 Time 05.30 PM
Bid Opening in Conference Hall (Technical Bid)	-	30.08.2024 Time 03.00 PM
Bid Opening in Conference Hall (Financial Bid)		03.09.2024 Time 03.00 PM

The Tender has to be submitted in a sealed non-transparent envelope super scribed with "Request for Proposal (RFP) for rate contract for empanelment of Chartered Accountant firm. Eligible & Qualified bidders to be appointed as Statutory Auditor for B.S.D.M.A.

Name of bidder firm, contact no. & e-mail id Should be mentioned on enclosing two envelopes namely-

- A) Envelope- I: Marked as Technical Bid
- B) Envelope- II: Marked as Financial Bid

Note: Each Envelope (Technical & Financial Bid) should be marked as above. If the envelope is/are not sealed and marked properly, the tendering authority will assume no responsibility for the Bid's misplacement or premature opening resulting in disqualification.

Incomplete response or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The Proposals will be opened on 30.08.2024 at 03.00 in front of Internal purchase Committee of BSDMA. The authorized representative of the agencies who wish to be present, in the office of the BSDMA.

The Undersigned reserves the right to issue addendum/corrigendum or the right to cancel any or all the bids without assigning any reason.

- . Details regarding eligibility criteria, term & conditions, payments guidelines etc. can be seen in the "Tender Section" of the BSDMA website: <http://www.bsdma.org>.

(Minendra Kumar)
Secretary,
BSDMA

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"TECHNICAL BID"

Terms and Conditions:

1. The Bidder has average annual turnover 50Lac. (Fifty Lakh) over the last two financial year- 2021-22 and 2022-23.
2. ITR Last Three financial year 2020-21, 2021-22, 2022-23
3. GST Registration Firm Certificate
4. The Firm should be registered in C.A. Firm as Charter Accountant
5. C.A. Firm should have working experience for last five year in making profit & loss accounts, Balance Sheet of Govt. /Board of society / PSU.

6. Earnest Money Deposit (EMD)

Along with the Technical Bid (Envelope), the bidder shall have to submit a refundable Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of a Demand Daft drawn from a scheduled Bank/Nationalized Bank in favor of '**Bihar State Disaster Management Authority**' payable at **Patna** failing which the Bids submitted by the Bidder shall be out-rightly rejected.

7. compulsory condition - Selected firm will send one-person for daily transaction if person will not come to our office regularly on daily basis the service of CA firms will be terminated and preferences goes to next empaneled CA firm on L1 basis to work in BSDMA.

8. 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.

"Financial Bid"

(On the letter of Agencies)

COMPERATIVE SRATEMENT- Request for Proposal (RFP) for Hiring Service of Chartered Accountant		
SI.No	Nature of work with specification	Rate Quoted in Rs.
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.	
	Total Rs.	

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