

DMCD-11013(99)/51/2021-DM SEC-Dept. of DMCD
Government of West Bengal
Department of Disaster Management & Civil Defence
(Disaster Management Wing)

"NABANNA"(2nd floor), 325, Sarat Chatterjee Road, Howrah – 711 102

No. 1431-DMCD

Date: 27.07.2026

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

The undersigned is directed to invite Expression of Interest (EOI) from bonafide and reputed Chartered Accountant Firms to submit their quotations in sealed envelope for ;

- 1) Preparation of Books of Accounts/financial Statement for F.Y. 2025-26, monitoring the e-filling portal of the I.T. Department, settlement of subsequent I.T. Notices and queries upto F.Y. 2027-28 .
- 2) Correspondence with IT deptt about the show cause notice issued in penalty proceedings. as per notice served on 01.07.2026 with penalty section 272A(1)(d) and 270A for the assessment year 2021-22

Regarding the above stated work, 70% of the professional fees will be disbursed after satisfactory completion of preparation of books of accounts and rest will be disbursed at the end of the F.Y. 2027-28 after dissolving all the IT notices if any .

The rate to be quoted for the above assignments should be inclusive of admissible taxes to be mentioned separately.

The quotation should be submitted in the drop box of this Department by 7th August, 2026. The sealed cover will be opened on the 11th August, 2026 at the chamber of Senior Special Secretary of this Department (2nd Floor, Nabanna, Room No. 204) .

The Department reserves the right to accept or reject any quotation without stating reason whatsoever. All the sealed quotations will be kept at the custody of the Senior Deputy Secretary of this Department .

The successful (Lowest Bidder) Firm concerned whose quotation will be accepted must complete their assignment within 15(Fifteen) days from the date of issue of work order .

Assignment Details :

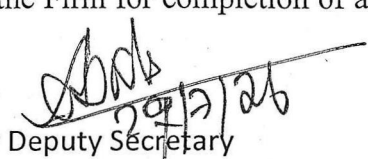
Society has two Savings Bank Accounts having 500 entries.

(approx)

Entries should be in Tally Software

Compliance of IT Department's Notices u/s 146,147,148 etc.

Under no circumstances, an extension of time will be allowed to the Firm for completion of assigned job beyond the prescribed time limit.


Senior Deputy Secretary

Contd.