

**Government of West Bengal**  
**Department of Disaster Management & Civil Defence**  
**(Disaster Management Wing)**

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

No. 1066 - Dme D

Date: 12/06/2026

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-filing portal of the I.T. Department, settlement of subsequent I.T. Notices and queries upto F.Y. 2027-28 .
- 2) Audit & Return Filling of the A/C of West Bengal State Disaster Management Authority, ( a Society registered under society registration Act., 1961 under the control of Govt. of West Bengal) for the Financial Year 2025-26 and handling of subsequent return related queries.

Regarding assignment 1) 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 .

Regarding the assignment 2) 70% of the professional fees will be disbursed after completion of Audit & Return filling of the A/C and 30% of the professional fees will be disbursed only after 31<sup>st</sup> March, 2026 subject to dissolving all the return related quarries 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 19<sup>th</sup> June, 2026. The sealed cover will be opened on the 23<sup>rd</sup> June, 2026 at the chamber of Senior Special Secretary of this Department (2<sup>nd</sup> 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 .

Two separate firms will be selected for two tasks i.e. (a) Preparation of Books of Accounts/Financial Statement & (b) Preparation of Audit Report & Income Tax Return Filling.

**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.

*S. Bose*  
12/06/26  
Senior Deputy Secretary

Contd.