

# राजस्थान मेडिकल सर्विसेज कॉर्पोरेशन

राजि. कार्यालय: गाँधी ब्लॉक, स्वास्थ्य भवन, तिलक मार्ग, सी-स्कीम, जयपुर  
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CIN: U24232RJ2011SGC035067 Website : www.rmsec.health.rajasthan.gov.in

क्रमांक : एफ. 03( )/आरएमएससी/वित्त/Review Audit / 1398 दिनांक : 1-12-2021

## कोटेशन के लिए अनुरोध पत्र (RFQ)

राजस्थान मेडिकल सर्विसेज कॉर्पोरेशन लिमिटेड के निगम मुख्यालय पर वित्तीय वर्ष 2021-22 हेतु एक Consultant for the Work of Financial Accounting Review & Consultancy की परामर्शी/वृत्तिक सेवाएँ ली जानी है जिसकी वार्षिक लागत लगभग राशि रु. 80000/- (अक्षरे राशि रु. अस्सी हजार मात्र) होगी। (Scope of Work attached)। राजस्थान लोक उपापन में पारदर्शिता एक्ट 2012 एवं नियम 2013 के नियम 24 के अंतर्गत इच्छुक चार्टर्ड अकाउन्टेन्ट फर्म दिनांक 06.12.2021 तक कमरा नम्बर 105 समय 03.00 बजे तक दरे बंद लिफाफे में प्रस्तुत करावें।

  
(मनोज शांडिल्य)  
कार्यकारी निदेशक (वित्त)

प्रतिलिपि निम्न को आवश्यक कार्यवाही एवं सूचनार्थ प्रस्तुत है :-

1. निजी सहायक, प्रबन्ध निदेशक, आरएमएससी, जयपुर।
2. संयुक्त निदेशक (आई.टी.), आरएमएससी को भेजकर लेख है कि विभाग की वेब साईट पर अपलोड कराया जाना सुनिश्चित करे।
3. नोटिस बोर्ड, आरएमएससी।
4. रक्षित पत्रावली।

  
कार्यकारी निदेशक (वित्त)

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## Indicative Scope Of Work

### **The Work of Financial Accounting Review & Consultancy For 2021-22**

- A. To Monitor the all the **accounting entries done by tally operator.**
  - B. To Check or Match all the **Compliances in respect of GST, TDS, TDS (GST), 194q, ,TCS with Books of Accounts.**
  - C. To ensure that all the **returns(TDS,GST,GST(TDS),TCS, 194q, MSME etc.)** are filed on timely basis.
  - D. To Assist the management for **submission of replies regarding Income tax & GST matters.**
  - E. To monitor **Inventory control system** in tally accounting software regrading inwards, outward, **all debtors**, other penalties and issuance of debit note for goods return to supplier as the data provided by IT/Logistic/QC sections of RMSCL.
  - F. To Ensure Compliances of Accounting Standards in respective of **Government Grants, for treatment of capital expenditure and revenue expenditure** in accounting.
  - G. To Follow up the **recommendation of Internal Auditor and other consultants.**
  - H. To provide **necessary information to Statutory Auditor, AG Auditors for Smooth functioning of audits.**
  - I. To **consult about GST rates** of items as per GST Rules, notifications and regulations.
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- J. To review all the data which are required for the purpose of annual accounts preparation.
- K. To review & monitor daily, monthly and yearly accounts on time to time basis.
- L. To reconciliation of TDS Receivables with Form 26 AS Issued by Income Department.
- M. Review of **accounting notes and policies prepared** by outsourcing Firm.
- N. To take care of **assets and liabilities** into correct classification as per company's act,2013 as consultant with statutory auditors.
- O. Review of Establishment of accurate basis of accounting as per companies Act 2013.
- P. To **Ensure Compliances of Accounting Standards in respective of Property and Equipment, for acquisition and disposal at HO and warehouse level.**
- Q. To Review that the transactions are recorded in accordance with GAAP (Generally Accepted Accounting Principles) as accepted by ICAI

**The scope of work, mentioned is just indicative, if any work assigned by the corporation in good faith, it will have to be executed. Moreover, being professional if an issue relating the Interpretation of accounting standard to be applied and other issues pertaining to income tax, audit para replies etc., if required by corporation for preliminary advices, it will have to be rendered.**