

# Rajasthan Medical Services Corporation

(A Govt. of Rajasthan Undertaking)

**Gandhi Block, Swasthya Bhawan, C-Scheme, Jaipur**

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No: F3 (/)RMSCL/Finance/Outsourcing of Accounting Services /2023-24/ 857 Date: 13-04-2023

**A B H & Company,**  
**Chartered Accountants,**  
**305-306, Prism Tower, Opp. New PHQ,**  
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**Subject:-Bid invitation to CA firm for Finalization of accounts with accounting work at RMSCL Head Quarter for F.Y. 2023-24.**

With reference to above cited subject, this is to inform that RMSCL is required to outsource a CA Firm for finalization of accounts with outsourcing of accounting work at RMSCL Head Quarter for F.Y. 2023-24 **with the condition** of there should be one Tally operator (more than two years' Experience) and one accountant cum tally operator deputed at RMSCL and all two persons should be there for respective F.Y. on regular basis and entries entered in Tally Software to be checked on fortnightly basis by CA. Expected tender value is Rs. 11.00 Lakh (with applicable tax).

**The scope of work for this work is as under**

S.No.	Work in relation to
1	consolidation and finalization of accounts for the F.Y. 2023-24
2	Merging and consolidation of account (receipts, payments etc.)
3	Banking reconciliation
4	Preparation and e-filing of TDS and other all Statutory returns of all kinds of Tax
5	Ensure compliances of Accounting Standards in respective of Property and Equipment, for acquisition and disposal at HO and warehouse level.
6	Maintain Inventory control system in tally accounting software regarding inwards, outward, other penalties and issuance of debit note for goods return to supplier as the data provided by IT/Logistic/QC sections of RMSCL
7	Management of Budget received and Utilization Certificate

The scope of work, mentioned is just indicative, detailed scope of work and other conditions are attached. Other than these if any work assigned by the corporation in good faith, it will have to be executed.

You are requested to quote your lowest rates for the above work up to 20-04-2023.



**(Anju Goyal)**  
**Executive Director (Finance)**

## Scope of work

### 1.1 Merging and consolidation of account (receipts, payments etc.)

The purchases / supplies received at respective DDWs (depot), against the purchase orders placed by Head office about procuring & distribution of medicines including surgical, sutures and equipment etc. if any shall have to be merged and consolidated with the data at the Head office, Jaipur.

- Accounting for cash vouchers, bank vouchers, ledger postings and entries from e-aushidhi etc.
- The preparation of JV etc. , for merging and consolidation and adjustment entries.
- Preparation and finalization of trial balance, Monthly, Quarterly and Annual accounts etc.
- Preparation and finalization of Balance sheet, profit and loss account and other statutory accounts as required under Companies Act, 1956 and Companies Act, 2013.
- All type of e-invoices is to be generated by your firm.
- Checking all kinds of receipts and payments vouchers prepared by corporation punching these vouchers in "tally software" as per proper accounting head in consultation to management will be onus of CA firm. For this one Tally operator [more than two years' Experience (experience certificate required)] and one accountant who also expert in tally depute at RMSCL and all two persons should be there for respective F.Y. on regular basis and an authorized CA of the firm himself to attend and supervise the work at least twice in a week.
- Preparation of accounting notes and policies, maintaining of fixed assets register.

### 1.2 Banking reconciliation

- Ascertaining as to whether correct amount of the interest credited by the bank in corporation account.
- The bank reconciliation statement is to be prepared on monthly basis. The non-reconciled entries may be brought out date wise, and instrument wise to the notice of Head Office and the missing entries at the end of month need to be identified, and to be traced during the subsequent month.
- Ensuring crediting of due interest by bank as per agreed rate and terms, whether TDS deducted by bank is as per Income-tax provisions. The inconsistencies if any, needs to be identified & requires being got rectified.
- Affecting the entries of interest etc. in the books.
- The instrument wise detail from the bank book of Head Office is to be tallied from the bank statement.



- In the case of FDRs, ensuring crediting of due interest by bank and whether TDS deducted by bank is as per Income-tax provisions.

### 1.3 Preparation and e-filing of TDS and other all statutory returns of all Kinds of Tax

- The rate of TDS/GST etc. on various contractor/Sub contractors as applied by RMSCL while releasing payment to be checked & if inconsistency is found in applied rate, It is the onus of CA firm to suggest the correct rate and recover the outstanding if any remains in process.
- TDS/Other Statutory tax returns TDS, GST, GST (TDS), TCS, 194q, MSME etc. has to be prepared and filed periodically and on timely basis. Vouchers relating to TDS/GST etc. deducted of various service providers/ contractors, and other relating details to various returns are available at Head Office, Jaipur. It shall be made available by corporation for the preparation and filing of TDS/GST etc. and other return.
- Submission of replies regarding Income tax, GST and other tax matters related to current and all previous Financial Years.
- To Ensure Compliances of Accounting Standards in respective of Government Grants, for treatment of capital expenditure and revenue expenditure in accounting
- To consult about GST rates, HSN Code etc. of items as per GST Rules, notifications and regulations.
- To take care of assets and liabilities into correct classification as per company's act, 2013 as consultant with statutory auditor.
- Establishment of accurate basis of accounting as per companies Act 2013.
- To prepare form 16 and 16A provided by Outsourcing accounting firm with GA-55 and other documents
- Ensure compliances of Accounting Standards in respective of Property and Equipment, for acquisition and disposal at HO and warehouse level.
- The assignment relating to the financial year 2023-24 covering all aspects viz consolidation and finalization of accounts, bank reconciliation, filing of return etc. should be completed by 30<sup>th</sup> April, 2024.
- Maintain Inventory control system in tally accounting software regarding inwards, outward, other penalties and issuance of debit note for goods return to supplier as the data provided by IT/Logistic/QC sections of RMSCL.
- The outsourcing of accounting services firm will have to report to executive director(finance)/senior manager (finance) about all the returns (TDS, GST, GST TDS, TCS, 194Q, MSME etc.) are filed correctly and on timely basis, all the accounting entries done by tally operator, all the Compliances in respect of GST, TDS, TDS (GST), 194q, TCS, etc. on monthly basis.

### 1.4 Audit

- To facilitate and co-ordinate with the Internal Auditors for smooth functioning of the Internal Audit and the compliance/reply of the observations of Internal Auditors/Audit Committee.

- To support and assist to Statutory Auditors for the Audit and facilitate in preparation of necessary information as required by Statutory Auditor/tax Auditor.
- To provide necessary information (related to accounts) to AG Auditors, CAG Auditors for smooth functioning of audits.

### **1.5 Management of Budget received and Utilization Certificate**

- Proper A & F, budget head wise record maintenance of budget received from Govt., NHM, other departments and Utilization against these amounts.

### **1.6 Misc. Work**

- Day to day work where the advice of C.A. is as and when required shall be given by the firm on demand of company.
- Information/documents related to Balance sheet/accounting/taxation etc. of any Financial Year to be provided whenever is required.

### **PAYMENT TERMS**

- 70% of the said fees will be paid on progressive basis i.e. two month basis and the rest of the fees be paid after completion of Statutory, C&AG audit of accounts/AGM.
- Payment may be released on the two-month basis, if Assignment is carried out satisfactory as per the agreed and stipulated terms and all the reports of satisfactory work is to be submitted with bills (On Email & Hard Copy) at Jaipur HO.
- Further, the payment will be subject to statutory deduction like TDS etc.
- If the work is not carried out as per the time schedule given, Corporation shall be free to levy liquidated damages, other penalty as per decided by Executive Director (Finance).
- All expenditure like TA/DA etc. will be borne by the auditor firm.

### **AGREEMENT and Contract Period**

- It will be for financial year 2023-24.
- Fees will be fixed, however, GST will be as per the actual rate applicable i.e. if reduced, benefit to be passed upon to corporation and if increased will be paid by corporation.
- If the firm is not meeting a requirement or is failing to do satisfactory work and as per the agreed and stipulated terms, then it is in breach of contract. In this condition procuring authority will authorize to terminate the contract and take other legal remedies for recovery of penalty.
- In the case of breach of contract firm will be blacklisted as per ICAI guideline.
- If there is a penalty/interest in statutory returns due to not file on timely basis from your side than it will be recovered by your firm's payment/performance security.

### **Jurisdiction**

- In case of any Dispute the jurisdiction will be Jaipur and the decision of Managing Director, RMSC will be final.