



Government Of Rajasthan  
Office of The Principal  
Shree Jagannath Pahadiya Medical College & Attached Hospital,  
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क्रमांक: मेडि. कॉले. / सामान्य / 2024 / 4536

दिनांक : 04/07/2024

### REQUEST FOR INVITATION

Bid invitation to CA firm for Finalizaation of accounts with accounting work at Shree Jagannath Pahadiya Medical College & Atatched Hospital, (SJPMC) Bharatpur (Raj.) for F.Y. 2024-25. With reference to above cited subject, this is to inform.that SJPMC is requird to outsource a CA Firm for finalization of accounts with outsourcing of accounting work of SJPMC, Govt Nursing College Kumher and Govt Nursing College Bharatpur for F.Y. 2024-25 **with the condition** of there should be one Tally operator (more than two year's Experience) deputed at SJPMC 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. 1.25 Lakh (with applicable tax). Interested CA firm can submit their proposal to principal SJP Medical College by 11.07.2024 manually.

**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. 2024-25
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	Managements 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 SJPMC in good faith, it will have to be executed.

### Scope of Work

#### **1.10 Merging and consolidation of account (receipts, payment etc.)**

- Accounting for cash vouchers, bank vouches, ledger postings etc.
- All type of e-invoices is to be generated by your firm.
- Checking all kinds of receipts and payments vouchers prepared by SJPMC  
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] for respective F.Y. on regular basis and an authorized CA of the firm himself to attend and supervise the work at least once in a fortnight.
- Prepration and finalization of Quaterly and annual accounts etc.

#### **1.11 Banking reconciliation**

- Ascertaining as to whether correct amount of the interest credited by the bank in SJPMC account.
- The bank reconciliation statement is to be prepared on monthlu basis. The non-reconciled entries may be brought out date wise, and instrument wise to the notice



of Accounts Head and the missing entries at the end of month need to be identified and to be traced during the subsequent month.

- h) Ensuring crediting of due interest byu 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.
- i) Affecting the entries of interest etc. in the books.
- j) The instrument wise detail from the bank book of Head Office is to be tallied from the bank statement

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

- g) The rate of TDS/GST etc. on various contractor/Sub contractors as applied by SJPMC while releasing payment to be checked & if inconsistency is found in applied tate, it is the onus of CA firm to suggest the correct rate and recover the outstanding if a remains in process.
- h) TDS/Other Statutory tax returns TDS,GST,GST (TDS),TCS,194q,MSMEetc. 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 shall be made available by SJPME for the preparation and filing of TDS/GST etc. and other return.
- i) Submission of replies regarding Income tam, GST and other tax matters related to current and all previous Financial Years.
- j) To consult about GST ratcs, HSN Code etc. of items as per GST Rules, notifications and regulations.
- k) To prepare form 16 and 16A provided by Outsourcing accounting firm with GA-55 and other documents
- l) 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.

#### **1.13 Audit**

- c) 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.
- d) To support and assist to Statutory Auditors for the Audit and facilitate in preparation of necessary information as required by Statutory Auditor/tax Auditor.

#### **1.14 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.



### 1.15 Misc. Work

- c) 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.
- d) Information/documents related to Balance sheet/accounting/taxation etc. of any Financial Year to be provided whenever is required.

### 1.16 PAYMENT TERMS

- f) 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 audit of accounts.
- g) 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).
- h) Further, the payment will be subject to statutory deduction like TDS etc.
- i) If the work is not carried out as per the time schedule given, SJPMC shall be free to Levy liquidated damages, other penalty as per decided by SJPMC Principal
- j) All expenditure like TA/DA etc. will be borne by the auditor firm.

### 1.17 AGREEMENT and Contract Period

- f) It will be for financial year 2023-24.
- g) 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.
- h) 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.
- i) In the case of breach of contract firm will be blacklisted as per ICAI guideline.
- j) 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.

### 1.18 Jurisdiction

In case of any Dispute the jurisdiction will be jaipur and the decision of Director, Rajmes will be final.

*Tarun Lall*

(Dr. Tarun Lall)

Principal

SJP Medical College Bharatpur