

**THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.**

(A Government of Rajasthan Undertaking)

Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)

Phone: 0141-2227267 Fax: 0141-5115766

Website: www.rajsico.gov.in \* e-mail: rajsico@rajasthan.gov.in

No/RSIC/Fin./2017-18/3455

Date 19/7/17

M/s S.Ranka & Associates

C-12A, Surya Path,

New Colony, M.I.Road,

Jaipur-302001

Sub: Request for Proposal for Accounting and Taxation work of RSIC (All Units)

Sir,

With reference to above cited subject, presently you are working as Tax Consultant. As you aware that GST has been enforced from dated 01.07.2017 it will be implemented in RSIC. The Corporation solicits professional services from experienced agencies in this field.

We wish to outsource the Accounting and Taxation work of RSIC (All Units). Looking to six years experience of your esteemed organization in RSIC, we are enclosing scope of work and terms & conditions, therefore request you to submit your financial proposals along with terms & conditions within 7 days.

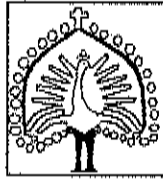
Thanking you,

Encl.: Terms & Conditions and Scope of Work

Yours Sincerely

  
Chief Account Officer

Signature of Tenderer/Applicant \_\_\_\_\_



**THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.**

(A Government of Rajasthan Undertaking)

Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)

Phone: 0141-5115760-63 Fax: 0141-5115766

Website: [www.rajsico.gov.in](http://www.rajsico.gov.in) \* e-mail: [rajsico@rajasthan.gov.in](mailto:rajsico@rajasthan.gov.in)

**01 INTRODUCTION.**

The Rajasthan Small Industries Corporation Limited (RSIC) is a Government Corporation Registered under Companies Act 1956 and has been authorised by the Government and involved in various commercial activities.

**02 SCOPE OF WORK**

SNo.	Work	Particulars
01	Income Tax	<ul style="list-style-type: none"><li>• Filling of Annual Income Tax Returns</li><li>• General Consultation work relating to Income Tax</li><li>• Assessment of Income Tax Old Years and coming Years</li><li>• Pursuing old Income Tax Cases and Refunds</li><li>• Checking and Settlements of Defaults Old Years and coming Years</li><li>• Income Tax Appeals of Old Years and coming Years</li><li>• Other related work</li><li>• Reconciliation with 26AS</li><li>• To settle demands of preceding year</li></ul>
02	TDS	<ul style="list-style-type: none"><li>• Filling of 4 Quarterly E-returns in Form 24Q</li><li>• Filling of 4 Quarterly E-returns in Form 26Q</li><li>• Filing of Revised E-returns of Form 24Q &amp; 26Q</li></ul>

Signature of Tenderer/Applicant \_\_\_\_\_

		<ul style="list-style-type: none"> <li>• Generation of Forms 16 of Employees</li> <li>• Generation of Forms 16A Quarterly</li> <li>• Assessment of TDS Returns of Old Years and coming Years</li> <li>• Printing of TDS Certificates</li> <li>• General Consultation work relating to TDS</li> <li>• To settle demands of preceding year</li> <li>• Other Related Works</li> </ul>
03	ROC	<ul style="list-style-type: none"> <li>• All the Forms of Company to be filled at Ministry of Company Affairs</li> <li>• Filling of Annual Report in XBRL Form</li> <li>• Other Related Works</li> </ul>
04	VAT	<ul style="list-style-type: none"> <li>• Filling of VAT &amp; CST E&gt;Returns for relevant period</li> <li>• Filling of Annual E-return</li> <li>• Annual VAT Audit</li> <li>• Assessment of VAT &amp; CST Old Years</li> <li>• Revised Return of VAT &amp; Annual Returns Old Years</li> <li>• Checking and Settlements of Defaults Old Years</li> <li>• To settle demands of preceding year</li> <li>• Other Related Works</li> </ul>
05	Service Tax	<ul style="list-style-type: none"> <li>• Filing of Quarterly E-returns of all units for relevant period</li> <li>• General Consultation work relating to Service Tax</li> <li>• Assessment of Service Tax of preceding/earlier years</li> <li>• Other Related Works</li> </ul>
06	GST	<ul style="list-style-type: none"> <li>• Migration to GST from VAT &amp; Service Tax</li> <li>• Filling of 36 monthly E-returns</li> </ul>

Signature of Tenderer/Applicant \_\_\_\_\_

		<ul style="list-style-type: none"> <li>• Filling of Annual E-returns</li> <li>• General Consultation work relating to GST</li> <li>• Addition/Modification of Goods/Services in existing registration</li> <li>• Reconciliation of Purchase/Sale Data with GST</li> <li>• Calculation of TDS liability</li> <li>• Other Related Works</li> </ul>
07	Accounts	<ul style="list-style-type: none"> <li>• Providing required number of persons with Accounts Knowledge for full time disposal at RSIC</li> <li>• Feeding and Consolidating Accounting data of all units in Computer Software</li> <li>• Generation of data for filing TDS Returns, GST Returns, etc.</li> <li>• Reconciliation of ledger accounts of parties</li> <li>• Presentation at the time of Statutory Audit.</li> <li>• Preparation of Balance Sheet and Profit &amp; Loss A/c (Quarterly/Yearly).</li> <li>• Preparation of Bank Reconciliation every month</li> <li>• Other related work assigned by Managing Director/Chief Account Officer from time to time</li> </ul>
08	Computer Software	<ul style="list-style-type: none"> <li>• Providing Computer Software for Accounts and Tax purpose.</li> </ul>
09	General	<ul style="list-style-type: none"> <li>• To ensure compliance of notification regarding taxes issued by Gov. of India/Rajasthan from time to time.</li> <li>• Preparation of Accounts and Tax returns of other activities/events organised by RSIC</li> </ul>

Signature of Tenderer/Applicant \_\_\_\_\_

**03 PERIOD OF CONTRACT:**

The period of contract shall be initially for 12 months reckoned from the date of execution of agreement. The contractor should complete all contractual formalities within 10 days from the date of placement of LOI, Contract may be extended on mutual consent.

**04 ADMINISTRATIVE RESPONSIBILITY**

RSIC personnel will provide data and information to the CA Firm and their staff will attend office of the all units situated at Jaipur regularly and they will collect required information from the Units situated outside Rajasthan and complete day to day work relating to preparation of Accounts and Taxation work and dispose of the work with sitting in RSIC Units and Head office.

Employees of tax, accounts & finance section RSIC will provide information / documents to the CA firm as per their advice.

CA firm will work under guidance/ administration and supervision of Chief Accounts Officer and CMD of the Corporation.

**05 PROFILE OF CHARTERED ACCOUNTANT FIRM**

CA company (professional) will provide comprehensive profile of the company in the (Annexure 'A')

**06 RATES:**

The CA Firm (professional) should quote their rate in the "Schedule of Rates" (Annexure 'B') after perusing the details given in the rate schedule. The rates shall be quoted in the words as well as the figures and if any discrepancy is found between the words and figures then rates quoted in words shall prevail and shall be considered for evaluation. The CA Firm (professional) should fill in the blanks and quote the rates strictly as per price schedule.

Signature of Tenderer/Applicant \_\_\_\_\_

**07 PAYMENT:**

Monthly payment will be made as per agreed terms and conditions.

**08 STATUOTY RULES AND REGULATIONS:**

CA firm will work perform under existing rules and regulations of Government of India and Government of Rajasthan.

**09 TERMINATION OF CONTRACT:**

The performance of the CA firm shall be reviewed. If it is found that the performance of the CA firm is not to the satisfaction or not to the requirement of the RSIC, then the RSIC shall be entitled to terminate the contract by giving 15 days notice.

**10 DISCIPLINE:**

The CA firm shall ensure that their employees maintain proper disciplines and decorum at the all places, and RSIC

**11 SUBLETTING OF THE CONTRACT:**

The CA Firm (consultant) shall not sublet, transfer or assign this contract to third party without the prior written permission of the RSIC. If it is found that the CA Firm (consultant) has sublet, transferred or assigned the work , the same shall be terminated after giving due notice to the CA Firm (consultant).

**12 EXECUTION OF AGREEMENT:**

The CA Firm (consultant) shall execute an agreement with the RSIC on a stamp paper of appropriate value in the prescribed form within fifteen days from the date of placement of the order.

**13 JURISDICTION:**

All questions, disputes or difference arising under or out of or in connection with the contract shall be subject to the jurisdiction of Jaipur Court only.

**14 ARBITRATION:**

If any dispute cannot be settled amicably then it shall be referred to the sole arbitrator who shall be the Chairman and Managing Director or his or her nominee Rajasthan Small Industries Corporation Ltd., Jaipur and whose decision will be final and binding on both the parties.

Signature of Tenderer/Applicant \_\_\_\_\_

**ANNEXURE "A"****PROFILE OF CHARTERED ACCOUNTANT FIRM**

S.No	Particulars	Details
1	Name of the CA firm	-
2	Address of the CA firm	
3	Name of the Contact person with mobile number and landline number, E-mail address	
4	Work experience of the CA firm along with proof thereof	
5	Particulars of the Partners along with their qualifications	
6	Registration number in the Institute of Chartered Accountants of India along with certified copy thereof	-
7	Details of work done or being done in various Government / Semi Government Organisation	
8	Details of available Accounts & Personales.	-
9	Any Other Information	

Signature of Tenderer/Applicant \_\_\_\_\_

**FINANCIAL BID**

Professional fees per month inclusive of all charges

Rs.( in figures ) \_\_\_\_\_

Rs. ( in words) \_\_\_\_\_  
\_\_\_\_\_

Authorised Signatory along with Seal of the CA firm

Signature of Tenderer/Applicant \_\_\_\_\_