

**Rajasthan Medical Services Corporation****Gandhi Block, Swasthaya Bhawan, Tilak Marg, C-Scheme, Jaipur**

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S. No: F. 3( )/RMSC/Finance/2013 / 1962

Jaipur, Dated: 03/03/2014

**To,****S. Singhal & Company  
S-4, Gordhan Enclave,  
48, Yudhister Marg,  
C-Scheme, Jaipur (Raj.)****Sub: - Offer for outsourcing of Accounting Services for Financial Year 2014-15.**

Dear Sir,

With respect to above cited subject, corporation has outsourced accounting services for financial year 2013-14 @ ₹ 27,000/- per month +service tax as applicable.

Now, the corporation is pleased to offer for outsourcing of accounting services for financial year, 2014-15 on the above rates along with following terms and conditions:-

**1. 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.

**Some indicative assignments in this regard may be briefed as under:**

- Accounting for cash vouchers, bank vouchers, ledger postings etc.
- The preparation of JV etc, for merging and consolidation, will have to be prepared & suggested by firm.
- 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 company Act, 1956.
- 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.
- 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.

