Scope of Work:

1. To provide consultancy and accounting services as per the procedures & rules described in companies Act'1956.

2. Changes required to be incorporated for preparation of final accounts as per the companies Act and the guidelines of ICAI required to be followed.

3. Ensuring the day to day accounting transactions of payments, receipts, sales and purchases, other miscellaneous expenses and inventory accounting are entered in SAP on daily basis. Working knowledge with regards to basic data entry, report generation in SAP environment are essential.

4. Preparation, maintenance and updating of Fixed Assets Register as per the Standard Accounting Bench marks.

5. To generate monthly trial balance including priced stores ledger, funds flow statement and final accounts (profit and loss account, Balance Sheet quarterly, Half Yearly and annual final accounts) along with necessary schedules as required by the Internal Audit, Statutory Audit, Tax Audit and as per Corporate Office Guidelines.

6. Evolve the costing system with the help of departmental staff and suggest the suitable methods for setting up of standards for regular costing system.

7. Analysis of Debtors and creditors on daily basis and reconciliation of the same & inter Unit accounts on monthly basis, preparation of Bank Reconciliation on Fortnight basis in SAP environment.

8. Preparation of Half year and Annual Budget and consolidation thereof, and analysis of variance based on actual vs budgeted and actual vs target.

9. Scrutinizing all ledger accounts at regular intervals in SAP environment.

10. Passing regular journal entries, making month end provisions, month end closings and preparation of Monthly Profit and Loss account to submit the same to Corporate Office.

11. Responsible for Statutory compliance under various acts such as Companies Act, Income Tax Act, Central Excise, Service Tax, VAT, CST etc .

12. Responsible for quarterly E-TDS returns and monthly VAT returns and any other statutory returns pertaining to Finance and Accounts, as and when required.

13. Preparation and generation of Management information /reports as when required by both local management and Corporate Office.

14. Co-ordination with Internal and Statutory auditors, providing the data for audit and addressing audit queries / observations under the guidance of GM/AM(F&A)/OFAs related to Finance and Accounts.

15. To suggest suitable methods and latest updating on mandatory requirements with regards to Finance and Accounts and Taxation matters under various statute for smooth functioning of Finance and Accounts department.

16. Monitoring overall accounts of this Unit and suggest remedial measures wherever lapses found.

17. All books of accounts are required to be maintained on double entry system on accrual basis in SAP environment. The firm will be required to provide the services to ensure preparation and finalization of unit's accounts using SAP environment. The correctness and quality of accounts and other reports will have to be certified by the Chartered Accountants.

18. Any other works assigned by the GM/AM(F&A)/OFAs related to Finance and Accounts.

Terms & Conditions:

1. The Firm should enclose the registration certificate or Certificate of Practice (COP) in case of proprietary concern.

2. The Chartered Accountant and Assistants should have minimum 2 years of post-qualification experience. Qualification for 1 Assistant is Graduate/Masters in Commerce with CA/ CWA Intermediate/MBA. Qualification for 1 Assistant is Graduate/Masters in Commerce.

3. They should have hands on experience on SAP – cum – inventory software and MS-office (Word, Excel, and etc).

4. The firm also required to enclose the copy of C.A. qualification and experience of the person to be deployed along with Bio-data. Regarding Assistants, the firm need to submit copies of qualification and experience whom they intend to deploy in the Unit without which bids will be treated as unresponsive and eventually rejected.

5. The daily working hours are according to Unit office timings and incase of work exigency they should work beyond office hours.

6. As and when any of the Associates of the firm proceed on leave or absent for any reason, replacement shall have to be provided with Associates of similar capabilities.

7. They should work under overall control of AM (F & A) and payment will be released based on certification by the AM (F & A) on monthly basis within one week from submission of bill.

8. The performance security should remain valid for Contract period Plus 2 Months.

9. The performance security shall be forfeited in case the firm fails to perform in the contractual obligations in any manner during the currency of the contract and no correspondence will be entertained in this regard subsequently.

10. In the event of any amendment issued to the contract, the supplier shall, within ten days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

11. The performance security will be released without any interest only after successful completion of contractual obligations.

12. All disputes and difference arising out of this contract shall have to be decided only the court or Tribunal situated in Hyderabad. No Suit or other legal proceedings shall be instituted elsewhere.

13. The firm should not give sub-contract or outsource the above work/service either in full or in part to any other company/firm.

14. The Chartered Accountant nominated by the successful firm should only be deployed in the Unit by the firm. No replacement will be permissible without express consent of this office. However during absence of the regular incumbent due to illness or leave or otherwise, the firm shall ensure deployment of substitute Chartered Accountant and assistant having not less than the requisite professional qualification and experience as required for this service contract.

15. The General Manager of this Unit reserves the right to impose extra terms and conditions other than those mentioned in this tender in due course on the grounds of National Security or otherwise. And the same will be binding with the firm without any obligation.

16. The contract may be extended to further period as may be decided on mutual agreement if necessary depending on the performance of the firm and requirement of work. In that case, the firm has to extend the validity of Security Deposit accordingly.

17. General Manager reserves the right to terminate the contract/order at any time without assigning any reasons what so ever.