

Tender

Name of the Work:

Book keeping and accounting services for Manali Ennore Restoration and Rejuvenation Council (MERRC), a Special Purpose Vehicle (SPV) under Section 8 of the Companies Act, 2013 for the following:

SI. No.	Description of Works	Period of work	Total
	<p>A) Bookkeeping and Accounting Management</p> <ul style="list-style-type: none"> • Record day-to-day general ledger entries, including pre-payments, accruals, and other accounting transactions. • Ensure adherence to client policies and accounting standards. • Manage inter-company transactions and retention of source documents. • Conduct monthly book closures and reconcile accounts. • Review and address gaps in reconciliation processes. <p>Receivable Accounting:</p> <ul style="list-style-type: none"> • Maintain customer master data and manage sales invoicing and billing processes. • Ensure proper tax handling on sales and invoices. • Perform unbilled revenue tracking and reconciliation. • Review and confirm client balances as required. <p>Payable Accounting:</p> <ul style="list-style-type: none"> • Manage vendor master data and track invoice approvals and payments. • Record expenses, utilities, and taxes on purchases. • Ensure timely accrual of expenses and cost analysis. • Reconcile vendor balances and prepare reports for vendor confirmations. <p>B) Treasury Functions (Domestic Bank)</p>		

	<ul style="list-style-type: none"> • Streamline payment processes, including the uploading of payments for approval. • Track and report on cash flow, including deposits of surplus funds post-approval. • Prepare bank reconciliations and manage petty cash reconciliation. <p>C) Fixed Asset Management</p> <ul style="list-style-type: none"> • Maintain Fixed Asset Register, ensuring compliance with capitalization policies. • Handle depreciation calculations and the Income Tax Act. • Perform regular fixed asset reconciliations. <p>D) Management Reporting</p> <ul style="list-style-type: none"> • Prepare monthly management information reports, including draft balance sheets, provisional profit and loss statements, and customized metrics. • Conduct variance analysis and cash flow management. • Assist in budgeting and financial planning. <p>E) Withholding Tax Compliance</p> <ul style="list-style-type: none"> • Prepare monthly withholding tax summaries for TDS payment. • File quarterly withholding tax returns and generate tax certificates for vendors. <p>F) Preparation of Annual Financial Statements & Audit Support</p> <ul style="list-style-type: none"> • Close books periodically and prepare financial statements. • Support statutory audits by providing necessary documentation and responding to auditor queries. • Coordinate the approval and posting of audit adjustments. <p>G) Payroll Related Services</p>		
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	<ul style="list-style-type: none"> • Manage employee master data and compensation structure. • Handle tax declarations and ensure timely remittance of taxes (including PF, ESI, etc.). • Perform monthly payroll runs and generate payment files for approval. • Manage F&F settlement and payroll reimbursements. • Generate statutory forms and maintain payroll accounting. <p>H) Statutory Compliance</p> <p>Direct Tax:</p> <ul style="list-style-type: none"> • Calculate quarterly advance taxes and income tax payable. • File corporate tax returns. <p>Indirect Tax:</p> <ul style="list-style-type: none"> • Ensure GST compliance, including filing GSTR 1 and GSTR 3B. • Reconcile GSTR 2B with accounting records and assist in resolving discrepancies. • Assist with RCM calculation, remittance, and filing of annual returns under GST. • Manage GST refund applications and disbursement representation. 		
GST @%			
Grand Total			

(Rupees only)

**Authorized Signature with
seal**

Terms and Conditions

1. Sealed tenders are invited on or before 10.03.2025 up to 03.00 PM . The tender will be opened on the same day at 04.30 PM.
2. In case of due date for tender happens to be a holiday, the tender will be received and opened on the succeeding working day without any changes in the time indicated.
3. The Board will not be responsible for any delays.
4. Unsealed tenders will be rejected.
5. The undersigned reserves the right to reject any or all tenders without assigning any reasons therefore.
6. The rates must be quoted in words and figure inclusive of all taxes. In case of deviation in rates given in figure and words, the rate in words shall be taken as final.
7. **The Earnest Money Deposit (EMD)** of 1 % of the value of the contract, refundable (without interest) shall be submitted with the Technical Bid of the agency in the form of Demand Draft drawn in favour of "The Member Secretary, Tamil Nadu Pollution Control Board" payable at Chennai, failing which the tender shall be rejected summarily. In case of failure of L1 to perform the contract, the EMD deposited with this office will be forfeited and it will go to the Board's account. EMD of unsuccessful tenderers shall be released after the work order is placed to the successful bidder.
8. **Performance Security Deposit:**
The successful tenderer will have to deposit a Performance Security Deposit of 5% of the value of the contract, in the form of Bank Guarantee/Fixed Deposit receipt from a commercial bank, with The Member Secretary, Tamil Nadu Pollution Control Board, Guindy, Chennai 600 032 covering the period of contract with additional fifteen days from the date of contract agreement. In case, the contract is further extended beyond the period, the deposit will have to be accordingly renewed by the successful tenderer.
9. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Board besides annulment of the contract.

10. Agreement:

The contracting Company/Firm/Agency shall sign the Contract agreement after finalization of the tender process but before the issue of work order/Letter of Intent.

11. The tender shall be sent in Company's letter head duly signed by Authorized Signature. The letter head shall contain GST No. Tender without GST will be rejected.

12. Income tax as per rules in force will be recovered from the bill.

13. If any notice in such a case, the Board shall be at liberty to entrust the work to any other agency who ought to have it to be carried out at the risk and cost of the contractor.

14. The tender should be sent in sealed cover duly super scribed as **"Book keeping and accounting services for Manali Ennore Restoration and Rejuvenation Council (MERRC), a Special Purpose Vehicle (SPV) under Section 8 of the Companies Act, 2013"** and must be sent to the address mentioned below:

The Chairperson,
Tamilnadu Pollution Control Board,
76, Mount Salai, Guindy, Chennai - 600 032