

NATIONAL COOPERATIVE CONSUMERS FEDERATION OF INDIA LTD

Sub : Outsourcing of Accounts Section Work at Different Branches of NCCF

Sealed quotations are invited from reliable Placement/Professional Firms or Manpower agencies for hiring of the service of individual having following qualification :-

1. Commerce Graduate/Post Graduate from a UGC recognized University.
2. Knowledge of MS Office & Accounting Software (Tally).
3. The charts of duties of the individual as per the enclosed terms of reference.
4. Initially the Period of Engagement is for 1 Year.
5. The Firms may quote their rates as per the price bid format given below, on or before 30.10.2016. The bids will be opened at 3 Pm on 31.10.2016.

Rates per individual per month as per minimum wages fixed by the State Govt.  (Rs.)	Taxes, if any (please specify the tax & the rate)  (Rs.)	Profit of the Firm  (Rs.)	Total  (Rs.)

6. The quotation in sealed envelope clearly endorsing "Outsourcing of Accounts Work of Respective Branch" may be send to Manager (P&A), NCCF of India Ltd., 92, Deepali (5<sup>th</sup> Floor), Nehru Place, New Delhi – 110019.

7. Details of Branches at which work is to be outsourced is mention as under

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|----------------|--------------|--------------------|-------------|
| 1. Chandigarh. | 5. Bhiwani.  | 9. Chennai.        | 13. Patna.  |
| 2. Noida.      | 6. Srinagar. | 10. Vishakapatnam. | 14. Raipur. |
| 3. Jaipur.     | 7. Shimla.   | 11. Guwahati..     |             |
| 4. Kanpur.     | 8. Dehradun. | 12. Bhopal.        |             |

8. The Management of NCCF reserve the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

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## TERMS OF REFERENCE FOR BRANCHES FOR OUTSOURCE ACCOUNTS WORKS

### 1. Purchase

- a) Review of contracts/agreements entered with the customers and suppliers.
- b) Review of Vendor Selection Process (Review of Quotations received from eligible vendors)
- c) Review of timely supplies made by the suppliers to our customers
- d) Random check of supply made by surprise personal visit (Minimum 2 Visits a month)
- e) Review of purchase bills received from the suppliers along with the delivery challans in similarity with contracts entered.

### 2. Sales

- a) Verification of Sales bills raised with the books of accounts in correspondence with the respective cost sheets issued by the government or as per the tender terms.
- b) Review of delivery challans along with the sales bills.
- c) Charges or Price Variation Review, if any.
- d) Review of tenders terms & conditions sharply.
- e) Ensure proper billing by coordinating with finance and marketing department simultaneously.

### 3. Cash & Bank

- a) Bank reconciliation statement to be made on daily basis.
- b) Physical verification of cash at every day end with the cash book.
- c) Review of suspense entries in bank statement on daily basis.
- d) Assisting in Fund management of the branch.
- e) Physical verification of FDR's made with the bank at regular intervals.
- f) Dealing with the bank for receiving TDS, Interest Certificates & Bank statements at regular intervals and booking of Interest Income on FDR accordingly.
- g) Keeping record of cheques bounced during a month.

### 4. Receipts & Payments

- a) Review of timely receipts of payments from debtors as per the relevant tender/contracts.
- b) Ensuring timely payments to contractors, after due deductions, if any.
- c) Reconciliation of balances of Sundry Debtors & Sundry Creditors on a monthly basis.
- d) Assistance in Ensuring proper supporting for payments and receipts made through bank or cash.
- e) Aligning every payment and receipt along with the respective supplies made.

#### 5. Statutory Compliances

- a) Assistance in preparation and filing of monthly VAT Returns.
- b) Assistance in preparation and filing of half yearly Service Tax Returns.
- c) Assistance in preparation and filing of Quarterly TDS Returns.
- d) Ensuring due TDS deductions on every bill, if applicable.
- e) Ensuring timely deposit of TDS, VAT and Service Tax with the respective government departments.
- f) Ensuring timely transfer of PF with the Head Office on a monthly basis.
- g) Ensuring all other service tax compliances/applicability like as on construction contracts.
- h) Ensuring applicability and due compliance of Work Contract Tax on construction contracts.
- i) Dealing with the respective government departments like VAT, Service Tax departments for handling pending cases under litigations under the relevant acts.
- j) Assistance in any other legal and statutory compliance.

#### 6. HR & Payroll

- a) Review of HR policy on a monthly basis.
- b) Review of expenses reimbursements as per the Head office Policy guidelines.
- c) Review of attendance records at regular intervals.

#### 7. Expenses & Fixed Assets

- a) Verification of expenses bills with books of accounts.
- b) Random review of approval of bills by competent persons.
- c) Review of supporting of bills on a frequent basis.
- d) Verification of all Fixed assets bills.
- e) Ensuring maintenance of Fixed Assets Register either manually or in a computerized form.
- f) Ensure daily posting of vouchers and if in computerized form, the print outs of all vouchers should be taken hand to hand and should be filed with due supporting.

#### 8. Finance & Accounts as a whole

- a) Assistance in preparation of Age wise debtors and creditors on a monthly basis.
- b) Assistance in preparation of MIS and Balance Sheet & Profit & Loss account on a monthly basis.
- c) Assistance in compliance of internal auditors' report and statutory auditors' report.
- d) Assistance in conducting Internal & Statutory Audit at due time.
- e) Ensuring timely reconciliation of Inter Branch Balances and the balance maintained with Head office.

- f) Assistance in preparation of any other report as is required by any department or the head office.
  - g) Assistance in transferring amounts to other branches and the Head Office.
  - h) Ensure preparation of a Stock Register that must includes every sales and purchases made and remaining stock lying with the supplier on a daily basis.
  - i) Assistance in any other work assigned as per the requirement.
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