

**RAJASTHAN EX-SERVICEMEN
CORPORATION LIMITED
(REXCO)**

(A GOVT. OF RAJASTHAN ENTERPRISES)

**P-8, "SANJHI CHHAT", SECTOR-2, VIDHYADHAR
NAGAR, JAIPUR-302039 (RAJASTHAN)**

E-mail: rexcojaipur@gmail.com, Website: www.rexco.in

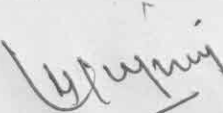
Ph. No.: +91 141-2232956

**BIDDING DOCUMENTS FOR
ACCOUNTING WORK**

TENDER NO.: REXCO/ACCOUNTING WORK/2025-26

BID SUBMISSION START DATE: 16.04.2025

LAST DATE FOR SUBMISSION OF BID: 24.04.2025


**Adm Officer (Admin)
For Rajasthan Ex-Servicemen
Corporation Limited (REXCO)**

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(A GOVT. OF RAJASTHAN ENTERPRISES)
P-8, "SANJHI CHHAT", SECTOR-2, VIDHYADHAR NAGAR, JAIPUR-302039
E-mail: rexcojaipur@gmail.com, Website: www.rexco.in, Ph. -0141-2232956

Notice Inviting E-Tender

Tender No.: REXCO/ACCOUNTING WORK/2025-26

Date: 16.04.2025

REXCO Jaipur invites tender in two Bid systems (Technical and Commercial) from resourceful and reliable bidders for accounting work.

S. No.	Tender No. & Date	Name of Work	Estimated Cost (Approx Rs.)	EMD (Rs.)	Tender Fees (Rs.)	Last date and time of Bid submission
1.	REXCO/ACCOUNTING WORK/2025-26	Accounting Work	7,80,000/-	15,600/-	590/-	24.04.2025 up to 03.00 PM

Interested and eligible bidders may view and download detailed tender documents from www.sppp.rajasthan.gov.in.

The Tender Fee and EMD will be accepted in the form of Demand Draft drawn on any Indian Nationalized Bank. The Tender Fee and EMD shall be in favour of "Rajasthan Ex-Servicemen Corporation Limited", Jaipur shall be submitted at REXCO HQ, Jaipur on or before 24.04.2025 up to 03.00 P.M. in separate sealed cover failing which bids will be summarily rejected. However, a copy of Tender Fee and EMD shall also be submitted along with the Technical Bid to be submitted offline.

The bid to be submitted in 3 Envelope: -

1. Original Demand Draft of Tender Fees and EMD
2. Technical Bid (Experience Certificate, ICAI Registration certificate, Signed Scope of work, Conditions and eligibility documents.)
3. Financial Bid in given format.

Contact Person (For bid related queries):-

Hony Capt Narendra Gajraj (Retired)
Administrative Officer (Admin & Finance)
Rajasthan Ex-Servicemen Corporation Limited
P-8, Sector-02, Vidhyadhar Nagar, Jaipur – 302012 (Rajasthan)
Tel No. 0141-2232956, Mobile No. +91- 8058101802

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Scope of Work: -

Rajasthan Ex-servicemen Corporation Limited, Jaipur (REXCO) Intends to appoint a firm of Chartered Accountants for Accounting work in REXCO, therefore firm are invited to furnish the proposal for rendering the professional services regarding the accounting of the organization according to the Scope of Work as follows:

A. Accounting work for the year 2025-26

(i) To Support in accounting of all type of vouchers and its posting in concerned ledgers, preparation of Trial Balance, maintaining of ledger and Journal Books of accounts in tally and maintaining of fixed Assets register and calculation of depreciation etc.

(ii) Assistance in preparation of Budget and Budget Monitoring i.e. Budget v/s actual.

(iii) It is clarified that preparation of vouchers/invoices and punching these vouchers in "tally software" is the responsibility of Corporation but support in punching as per proper accounting head in consultation with management will be onus of CA firm. For this presence of an authorised experienced Chartered Accountant is mandatory for supervise the work on daily basis.

B. Audit

(i) To facilitate and coordinate with the Internal Auditors for Smooth functioning of the Internal Audit and the compliance/reply of the observations of Internal Auditors /Audit Committee during the year.

(ii) To support and assist to Statutory Auditors for the Audit and facilitate in preparation of necessary information as required by Statutory Auditors / Tax Auditors and the compliance/reply of the observations of Statutory Auditors / Tax Auditors during the year.

(iii) To support and assist to CAG Auditor for the Audit and facilitate in preparation of necessary information as required by CAG Auditors and the compliance/reply of the observations of CAG Auditors during the year.

(iv) Preparation of final balance sheet, P&L Accounts and Schedules there to as per Companies Act along with preparation of Accounting Notes and Policies for the year 2024-25 and 2025-26.

C. Bank Reconciliation

(i) To support in preparation of Bank Reconciliation, All Bank accounts of the Company shall be reconciled and bank reconciliation statement is to be prepared on Fortnightly basis. The non-reconciled entries may be brought out data-wise, instrument-wise and there after entries should be compiled and differences should be cleared accordingly within next seven days.

(ii) To Support in Maintaining the Records of interest earned on different Bank accounts/ FDR and ensures its correctness and Reconciliation of Bank interests with TDS certificates issued by Bank on quarterly basis.

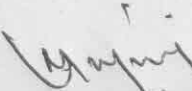

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(Seal and Signature of the firm)

Condition and Eligibility: -

1. The firm should have minimum 7 years of experience of preparation of accounts out of which minimum 5 years of experience with any public sector undertaking/Government body. The firm also required to attached the copy of Experience certificate/appointment letter of the public sector undertaking/Government body in which the firm has worked for the period of 5 years.
2. As when authorised experienced Chartered Accountant proceed on leave or absent for any reason, replacement shall have to provided immediately without delay with similar capabilities.
3. The work shall under overall control of Managing Director and payment will be released based on certification by the General Manager (Finance)/AO/AO on monthly basis.
4. The firm should not give sub- contract or outsource the above work/service either in full or in part to any other company/firm.
5. The personnel nominated by the successful firm should be deployed in the Corporation Head Office by the firm. No replacement will be permissible without express consent of this office.
6. The contract may be extended for further period as may be decided on mutual agreement, if necessary, depending upon the performance of the firm and requirement of work.
7. The successive bidder has submitted the agreement on stamp paper worth Rs. 500 and firm have deposit performance security as per RTTP Act/Rules.
8. The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid.

(Seal and Signature of the firm)


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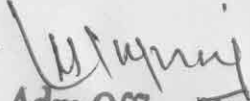
**FINANCIAL BID FOR ASSIGNMENT OF ACCOUNTS
RELATED WORK AS PER SCOPE OF WORK**

FORMAT FOR FINANCIAL BID

Sr. No.	Description	Rs. In Figures (Excluding GST)	Rs. In Words (Excluding GST)
1.	Monthly fees for the work mentioned above		

For.....
Chartered Accountants
FRN.....

(CA.....)
Partner/Proprietor
M. No.


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