



# Uttar Pradesh Medical Supplies Corporation Limited

(A Govt. of Uttar Pradesh Undertaking)

GSTIN: 09AACCU2250P1ZZ CIN: U85310UP2018SGC102425

Ref No. EOI/UPMSCL/Finance/6570

Date: 25 /04/2023

## **EXPRESSION OF INTEREST**

### **FOR Services of Chartered Accountant Firm**

### **FOR Assistance and Supervision of Tally Data for F.Y. 2023-24**

The Uttar Pradesh Medical Supplies Corporation Ltd- UPMSCL is a Government of Uttar Pradesh undertaking incorporated under Companies Act, 2013. It has been set up for providing timely and effective Health Care Services to the people of Uttar Pradesh. The Key objective of the UPMSCL is to act as central procurement agency for all essential and specialized Drugs as well as Medical Equipments and Services for health care institutions at competitive rates.

The Managing Director, UPMSCL, SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow 226010, invites sealed Expression of Interest (EOI) from practicing Chartered Accountants to render services of Assistance and Supervision on Tally Accounting Data of UPMSCL. Applicant CA Firm must have atleast 10 years experience. Applicants must quote their Professional Fees + GST for the service. TOR is available on website of UPMSCL.

Last Date of Submission of EOI is 15-05-2023. Sealed envelope marked to the captioned address with subject – ***“EOI for Assistance and Supervision of Tally Data”*** on top cover should be submitted to:

“Finance Controller,UPMSCL  
Suda Bhawan7/23, Gomti Nagar Ext., Lucknow-226010”



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## **TOR of EXPRESSION OF INTEREST of**

### **Chartered Accountant Firm**

#### **For Supervision and Assistance of Tally Data for F.Y. 2023-24**

#### **SCOPE OF THE WORK**

##### **A) Objective**

To assist UPMSCL to supervise, enter data in tally and assist in preparation of financial statements for the FY 2023-2024. CA firms should have thorough knowledge of the subject with at least 10 years of experience preferably with Government financial procedures.

##### **B) Work Area.**

1. Day to day accounting of all monetary transactions of UPMSCL. Special attention is to be given on the P O number, Vendor details, Drug name etc.
2. All payments made till last day of month shall be entered in Tally latest by 3<sup>rd</sup> day of succeeding month.
3. Budget heads to be reconciled timely.
4. Generate Challan of TDS and GST TDS on the timely basis to adhere the government guidelines and save the organization from the levy of hefty late fees and penalty.
5. Preparation of Monthly and Quarterly Data for GST and TDS return filling on timely basis.
6. Preparation of timely Bank reconciliation statement with reference to receipt and payment made through all the bank accounts of UPMSCL.
7. Preparation of Journal/Receipt/Payment vouchers.
8. It is advisable for CA Firm to remain in touch with Head Office for compilation of data and report generation for keeping central record.
9. The reports are subject to random checking by Finance Section, UPMSCL.



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10. Any other Job related to accounting, assigned by the UPMSCS.
11. Day to day monitoring and entry of daily transaction.
12. Ensuring adherence to Double Entry Accounting system.
13. Checking of Journal, Payment, and Receipt Voucher with proper documents in file.
14. To assist the management in the preparation of the financial statements at the end of the Financial Year.

## **C) ) Support from UPMSCS**

UPMSCS will provide required computers, printers, stationery and working place for the staff of the CA firm.

## **D) Last date of receipt of the Application.**

Last date for receipt of applications is 15-05-2023 upto 03:00 PM. EOI shall be submitted in the prescribed Application format along with necessary documents as enclosures.

## **E) Terms and Condition for the participating Chartered Accountant firms.**

- 1) The practicing Chartered accountant firm should have atleast 10 Years of work experience.
- 2) Firm should have atleast **5** staff (including all its paid staff, articles, semi qualified and qualified staffs).
- 3) The firm shall engage minimum **2** staff for the aforesaid task mentioned in the point no. B for all the working days of the UPMSCS for the aforesaid tasks.
- 4) The firm shall have its Head office/Registered Office/Branch office in Lucknow.
- 5) A Qualified CA or any partner of the firm is required to evaluate the work performed by their engaged staffs atleast once in a month.
- 6) Shifting of files out of office premises is not allowed in any case.
- 7) Non completion of work within the specified time limit or non adherence to any of the terms and condition may attract relevant deduction from their professional fees.



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## F) APPLICATIONS.

Application giving details of the CA Firm with company profile shall be submitted in one sealed envelope addressed to the “**Finance Controller, UPMSCL, SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow**” by 15-05-2023 upto 03:00 p.m. superscribing the envelope:

**“EOI for Supervision and Assistance of Tally Data for F.Y. 2023-24”**

S/d

Finance Controller



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## APPLICATION

FOR Services of Chartered Accountant Firm

FOR Assistance and Supervision of Tally Data for F.Y. 2023-24

S.NO	PARTICULARS	ENCLOSURE/ PAGE NO.	PARTICULARS/REMARK
1	NAME OF THE FIRM		
2	DATE OF REGISTRATION		
3	REGISTERED OFFICE ADDRESS		
4	LUCKNOW OFFICE ADDRESS		
5	DETAILS OF PARTNERS		
6	No. OF PARTNERS		
7	YEAR OF EXPERIENCE		
8	NO. OF STAFF (PROVIDE DETAILS WITH THEIR EDUCATIONAL QUALIFICATION). A) QUALIFIED  B) SEMI QUALIFIED  C) ARTICLE  D) PAID STAFF		
9	EXPERIENCE DETAILS( SPECIALLY IN GOVERNMENT ACCOUNTING)		

*\*On firms letter head*

Seal and Signature