

# Rajasthan State Seeds Corporation Ltd.

Pant Krishi Bhawan, Janpath, Jaipur-302005

CIN- U75132RJ1978SGC001781, [www.rajseeds.org](http://www.rajseeds.org)

Tel- 0141-2227665, 2227514, e-mail- [rajseedsaccounts@gmail.com](mailto:rajseedsaccounts@gmail.com)

No. F4/RSSC/Accounts/2025-26/ 2820-21

Date: 07/05/25

Gupta K Akshay & Associates,  
Chartered Accountants  
A-12, Sindhi Colony, Kalwar Road  
Jhotwara, Jaipur -302012

**Subject:-** Bid Invitation to appoint Chartered Accountant for the finalization of Accounts for F.Y. 2024-25 and upload on SPPP.

Rajasthan State Seeds Corporation Ltd. is inviting quotation to appoint Chartered Accountant for Finalization of Accounts for the F.Y. 2024-25. RSSC has accepted your request for proposed Price quotations may be submitted giving broad breakup for following points as below: -

1. Estimated price of the Bid is Rs. 2,75,000/- for the completion of work assigned and the price quoted should be inclusive of all taxes. No other payment shall be made over & above to the price quoted.
2. Finalization of Accounts for the F.Y. 2024-25, Linking of accounts of units & Head office, Reconciliation of final accounting entries, Reconciliation of subsidies, charge of Depreciation as per scheduled 3 of Companies act 2013, co relation with statutory auditors & all the covered work covered in scope of Work as enclosed for RSSCL for the financial year 2024-25.
3. No other payment shall be made, if any work or opinion or opinions will be taken on various accounts matters for either Head Office or Unit Offices.
4. Amount of Rs. 2,75,000/- will be paid on satisfactory completion of work after submitting the invoice by CA.
5. The letter of acceptance regarding above mentioned work must be submitted up to 10.05.2025 at 12:00 PM at following address:-

Rajasthan State Seeds Corporation Limited  
Room No. 319, IIIrd Floor,  
Pant Krishi Bhawan, Janpath, Jaipur - 302005  
(Rajasthan)  
Phone no. 0141-2227665  
email Id: [rajseedsaccounts@gmail.com](mailto:rajseedsaccounts@gmail.com)

Enclosed:- Scope of Work.

Copy to :-

① Programmer, RSSCL, HO, Jaipur.

(Nimisha Gupta)

DocuSign Envelope for: NIMISHA GUPTA  
<[dsmedialgroup2@gmail.com](mailto:dsmedialgroup2@gmail.com)>

(DIN 1056527)  
Digitally Signed by Nimisha Gupta

Designation: Managing Director  
Date :06-05-2025 05:10:22

### **Scope of Work of Balance Drafting and Finalisation of Books of accounts :**

As per mentioned above for the audit of any corporate the books of accounts of that entity needs to be finalised before the audit work get start. Here for Finalisation of Books accounts means that the books of accounts in terms of data entries of sale , purchase , direct & indirect expense and bank receipt and payments entries are entered in accounting software for relevant financial year and as well as adjustments entries in regards of provisions of statutory liabilities are also be completed.

There are some steps for finalisation the Books of accounts as well as drafting the financial statements which are described here as follows :

- A. Finalisation of Accounts :Finalization of accounts is a critical process In accounting that ensures the accuracy and completeness of a company's financial records at the end of an accounting period. This process involves several steps to prepare the financial statements, which include the Trading Account, Profit and Loss Account, and Balance Sheet.

### **Key Steps in the Finalization of Accounts**

1. **Opening Balances Verification**  
Ensure that the opening balances match the closing balances from the previous period's audited financial statements.
2. **Ledger Scrutiny**  
Examine all ledger accounts for accuracy, checking for discrepancies, unrecorded transactions, and ensuring proper classification.
3. **Bank Reconciliation**  
Reconcile the company's cash book with bank statements to identify and resolve any discrepancies.
4. **Adjusting Entries**  
Record necessary adjustments for accruals, prepayments, depreciation, and provisions to reflect the true financial position.
5. **Reconciliation of Taxes**  
Ensure that sales, purchases, and tax entries align with GST returns and that TDS is deducted and paid correctly.
6. **Provision for Expenses**  
Make provisions for outstanding expenses and adjust for prepaid expenses, such as insurance or rent.
7. **Inventory Valuation**  
Verify that stock is valued at cost or net realizable value, whichever is lower, and ensure proper classification.
8. **Final Trial Balance Preparation**  
Compile a final trial balance to ensure that total debits equal total credits, confirming the accuracy of the ledgers.
9. **Preparation of Financial Statements**  
Draft the Trading Account, Profit and Loss Account, and Balance Sheet, ensuring compliance with accounting standards.

## 10. Closing Entries

Close temporary accounts (revenues and expenses) by transferring their balances to permanent accounts like retained earnings.

## 11. Audit and Review

Conduct internal or external audits to verify the accuracy and compliance of the financial statements.

## 12. Filing and Reporting

File the finalized financial statements with relevant authorities and communicate them to stakeholders.

- B. **Cash Flow Statement:** A **Cash Flow Statement** is a financial document that tracks the movement of cash into and out of a business over a specific period. It provides insights into a company's liquidity, operational efficiency, and overall financial health.
- C. **Bank Reconciliation Statement (BRS)** is a document that compares the cash balance on a company's books to the corresponding amount on its **bank statement**. The purpose is to identify any differences between the two and ensure that everything matches up correctly.
- D. **Synronisation & Linking of all unit accounts head as well as head office :** Consolidation of all unit trail balances and head office accounts into one balance sheet. In this process coordination with unit managers for their completion of books of accounts so we can compile in one go.
- E. **Valuation of Inventory and WIP Material:** Inventory valuation is a critical aspect of accounting that determines the monetary value of a company's inventory at the end of an accounting period. It directly impacts the cost of goods sold (COGS), net income, and the balance sheet. Accurate inventory valuation ensures compliance with accounting standards and provides stakeholders with reliable financial information.
- F. **Checking of all adjustment entries :** In this process , we will cross check of all adjustment or due entries of statutory liabilities regarding Provident fund , Employee state insurance , gratuity , leave encashment and CSR Provisions.
- G. **Preparation Depreciation chart :** In this process we will prepare depreciation chart as per companies act 2013 in schedule –III as per the method prescribed in accounting policies. For this we need collect assets addition and deletion data from all units as prescribed manner so it can show true and fair of Written Down value of assets under ownership of company.
- H. **Verification , Checking the Fund Utilization of Subsidy :** In process we will cross check the utilization of subsidy received from government from marketing and production department of the corporation.
- I. **Checking the Provisions :** Under this process we will cross evaluate the figures of provisions made under Income tax , Deffered Tax & Provision for Bad Debts and GST.
- J. **Aging of Sundry Receivables :** The **Aging of Sundry Receivables** refers to the process of categorizing outstanding customer accounts or receivables into various age groups based on the length of time an invoice has been outstanding. This helps in assessing the collectability of receivables and identifying potential risks. The aging process also assists in financial analysis, liquidity management, and making provisions for doubtful debts.
- K. **Bifurcations of Sundry Payables :** The **bifurcation of sundry payables** involves categorizing outstanding liabilities into various age brackets to assess their maturity and manage cash flows effectively. This practice is crucial for maintaining healthy supplier relationships, ensuring timely payments, and optimizing working capital.

- L. **Checking of Head office ledger accounting heads :** In this process we will cross check whether the correct accounting head has been made or not because from these balance sheets heads are decided while drafting the same.
- M. **Preparation of Notes to accounts or accounting policies :** Under this process we will review the policies adopted for preparation of Final Balance Sheet for the relevant financial year after discussion with management level of the corporation.
- N. **Coordination with Statutory auditor:** Under this we will made provide the drafted financial statements before the statutory auditor and make necessary changes under the consultation with them. We will make arrange necessary for conducting the statutory audit of the relevant financial year. We will work as coordinator between auditor and management of the corporation.
- O. **Closing entries:** Under this step all the closing entries has been properly entered in the accounting software as guided by statutory auditor as per provisions of income tax act 1961 , Companies Act 2013 & GST Act 2017.
- P. **Adjustment of Observation raised by A G Auditors:** Necessary Information made available to AG auditors after consultation with statutory audit of the relevant financial year of audit for supplementary audit done by AG Auditors.