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राजस्थान राज्य सहकारी क्रय-विक्रय संघ लि. RAJASTHAN STATE CO-OPERATIVE MARKETING FEDERATION LTD.

4, भवानी सिंह रोड,
जयपुर-302 001

4, BHAWANI SINGH ROAD,
JAIPUR-302 001

एकल निविदा आमंत्रण

क्रमांक:फा./लेखा/2025-26/ 7484

दिनांक 06.1.2026

DOGER & CO.,
Chartered Accountants,
B-51, Arya Nagar, Extn.,
Murlipura, Jaipur-302039

विषय :- जीएसटी अधिनियमों के अन्तर्गत मासिक/त्रैमासिक/वार्षिक कार्य एवं लेखों की मॉनिटरिंग हेतु कार्यादेश।

जीएसटी अधिनियमों के अन्तर्गत मासिक/त्रैमासिक/वार्षिक कार्य एवं लेखों की मॉनिटरिंग हेतु राजफेड की 13 इकाइयों के लेखों की मासिक एकीकृत जीएसटी रिटर्न्स, त्रैमासिक ऑडिट, वार्षिक रिटर्न, जीएसटी विभाग से प्राप्त नोटिस/शोकोज नोटिस का निस्तारण आदि अन्य जीएसटी सम्बन्धी संलग्नानुसार कार्य करने हेतु एकवर्ष की अवधि हेतु (वर्ष 2025-2026) जीएसटी सलाहकार की आवश्यकता है।

अतः आप पारिश्रमिक दरों के संबंध में पूर्ण शर्तों के प्रस्ताव सहित 7 दिवस की अवधि में लेखाशाखा, मुख्यालय जयपुर में प्रस्तुत करें।

संलग्न:- उपरोक्तानुसार।

भवदीय,

प्रबन्ध निदेशक, राजफेड

"Annexure"

Sr. No.	Scope of Work
A) Monthly GST Compliances Work	
1	Routine Consultancy with regards to GST at RSCMFL office.
2	Reply to General Notices, SCN Notices and other Notices by GST Department.
3	Verification of monthly return data received from all units and filling of GSTR at GST Portal
4	Guide and Support in Booking of all Adjustment Entry, as per Portal related to GST work in Books of Accounts (Tally software).
5	Preparation of GSTR-3B/GSTR-1 Calculation sheet with all information i.e. Turnover, ITC, Tax liability, ITC Reversal and others Adjustment.
6	Support in Booking of GST Adjustment entry related to Previous Year/ Pervious Quarter
7	Other GST compliance work including Departmental GST Audit and compliance thereof.
B) Quarterly GST Compliance work	
1	Checking of all GST Related entries of books of Accounts of all units and make a correction list, if found any deficiency in Accounting entries. Also Reconciliation of all data submitted at GST Portal with Books of Accounts and make correction entries, if found any deficiency between Data at GST Portal and Books of Accounts. (includes GST Audit of all units of RAJFED and compliance thereof)
2	Quarterly Reconciliation of GSTR-2B with Purchases Register and make a Party/Samiti wise list, who did not file the Return.
3	Routine/On demand training to Accounts team of all units Regarding GST Accounting Treatment in Accounting Software
4	Support in Booking of GST Adjustment entry related to Pervious Year/Pervious Quarter
C) Annually GST Compliances work	
1	GSTR-9 Summary of monthly returns filed for the year. GSTR-9C, Reconciliation of GSTR 9 Turnover with Turnover of

	Audited books of accounts
2	Classification of outward supply under various columns like- Exempt supply, Exports, B2B, B2C, supply to SEZ, credit notes, Debit Notes etc.
3	Distribution of Input Tax Credit (claimed in GSTR-3B) in Capital Goods, Input, Input Service, Reverse Charge, ITC Reclaimed, and ITC reserved.
4	Details of ITC claim in GSTR 3B V/s ITC Available in GSTR -2A.
5	Summary of amendments made after end of F.Y. till September of the Subsequent F.Y.
6	Reconciliations of total Tax paid and Adjusted with ITC
7	Working on Quantitative Details of Goods Sold with HSN Wise
8	Classification of Turnover under different heads like vat Turnover, Discount, Exempt Supplies, Nil Rated Suppliek, Advance Received or Adjustment of Advances, Credit Note or Debit Note issued during the F.Y.
9	Calculation of Total Tax Liability on outward supplies with HSN Number and Their Applicable Tax Rates
10	Calculation of Total ITC available in books and ITC reversed, ITC of Previous F.Y. claimed in current F.Y. and ITC of Current F.Y. to be claimed in next F.Y.
11	Any Tax liability to be remain unpaid will be paid after all reconciliation and discussion with you.
12	Distribution of claimed input tax credit in different heads of expenses.
13	Preparation on Reconciliation of checking all transaction of GST shown in financial statements of concern.
14	Checking of all compliances like E-Way Bill, E-Invoice and other Records as per GST Law.
15	GST Assessment, Monitoring and checking of all pending/other day to day working at H.O. and all units regarding GST as per rules and circular, issued form GOI and GOR time to time.