



इंडियन रेलवे केटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड

(भारत सरकार का उद्यम (मिनी रत्न - CIN : L74899DL1999GOI101707

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Undertaking – Mini Ratna) CIN : L74899DL1999GOI101707

पश्चिम क्षेत्र कार्यालय फ़ोर्ब्स बिल्डिंग ग्राउंड फ्लोर चरणजीत राइ मार्ग, फोर्ट मुंबई ४००००१ :

West Zone Office: Forbes Building, Ground Floor, Charanjit Rai Marg, Fort, Mumbai 400001.

Tel. 022-22618062-64, 54925 (Rly.), Website : www.irctc.co.in / www.irctctourism.com , E-mail:ggmmumbai@irctc.com

NO. IRCTC/WZ/FIN/RNP-ABH & MANERI

Date: 22nd Mar.2025

To,
BDO India Ltd. LLP,
The Ruby Level-9,
North west & South east wings,
Senapati Bapat Marg, Dadar-West,
Mumbai-400028.

Sub: Engagement of CA firm for accounting work at IRCTC Rail Neer Plants at Ambernath and Maneri/Jabalpur.

Ref: E-mail for Invitation of BID dt. 07/02/25 & Negotiated offer vide E-mail on dt.04/03/25.

This is to inform you that with reference to your quotation dt:14/02/2025 and Negotiated offer via e-mail dt:04/03/25, the competent authority has accorded approval for your offer for the work of accounting work at IRCTC Rail Neer Plants at Ambernath and Maneri/Jabalpur,

Accounting work as per the scope of Work	Amount (Rs.)
RNP-Ambarnath	8,40,000/-
RNP-Maneri/Jabalpur	8,40,000/-
Total:-	16,80,000/-
Sixteen Lakh eighty thousand only.	

The above rates are exclusive of GST.

Rates are applicable for one year from the date of start of work.

This Contract is further extendable by one year upon satisfactory performance during the first year, however, the extension shall be at the sole discretion of IRCTC Ltd;

Scope of Work shall be as mentioned in the Quotation Document.

In light of the above, you are requested to comply the following on priority:

1. To convey your acceptance for the present offer and Scope of Work under Conditions of Quotation.
2. You are required to execute the Service Agreement within 15 days from the date of receiving the LOA on Non-Judicial stamp paper of Rs.200/- as per the Condition of the quotation.
3. All Terms & Conditions of Quotation Document shall remain applicable and for integral part of this letter of award.
4. A Security Deposit of Rs.99120/- is to be deposited with IRCTC. In the event of deposit of S.D., EMD submitted with quotation shall be refunded.

This has been issued with the approval of the Competent Authority
Kindly acknowledge receipt of this letter.



-Scope of work: -

1. To provide consultancy and accounting services as per the procedures & rules of IRCTC Ltd; and in Companies Act'1956 and accounting standards. As detailed in the Annexure attached.
2. Ensuring the day-to-day accounting transactions i.e. generation of PO in purchase and receipt of the raw materials against the respective POs, payments, cash receipts, sales transactions, day-to-day dispatches of Rail Neer to the different depots, and any other miscellaneous expenses and inventory accounting are entered in ERP on daily basis. Preparation of monthly reconciliation report of all the raw materials and finished goods on a monthly basis of Rail Neer Plant and as well as depots and the same should be matched with the closing stock lying in the ERP. If any differences is found the same may be adjusted in the ERP after physical verification report and approved by the approving authority of the plant. Working knowledge with regards to basic data entry, report generation in ERP environment is essential.
4. Preparation, maintenance and updating of Fixed Assets Register as per the Standard Accounting Benchmarks.
5. To generate monthly trial balance including priced stores ledger, preparation of unit cost of Rail Neer, funds flow statement, and final accounts (profit and loss account, Balance Sheet quarterly, Half Yearly and annual final accounts) along with necessary schedules as required by the Internal Audit, Statutory Audit, Tax Audit, Cost audit and as per Corporate Office/Zonal Office Guidelines.
6. Prepare data for the Cost Audit with the help of departmental staff.
7. Analysis of Debtors and creditors on a daily basis and reconciliation of the same & inter Unit accounts on a monthly basis, preparation of Bank Reconciliation on a Fortnight basis in ERP environment.
8. Preparation of RDA accounts for the CFAs monthly for making monthly payments to the agency for CFA and transportation as per tender conditions.
9. Scrutinizing all ledger accounts including RDA at regular intervals in ERP environment.
10. Passing regular journal entries, making month end provisions, month end closings and preparation of Monthly Profit and Loss account to submit the same to Corporate Office/Zonal Office.
11. Preparation and generation of Management information /reports as when required by both local management and Corporate Office.
12. Co-ordination with Internal and Statutory auditors and cost auditor, providing the data for audit and addressing audit queries / observations related to Finance and Accounts.
13. Monitoring overall accounts of this Unit and suggest remedial measures wherever lapses found.
16. All books of accounts are required to be maintained on double entry system on accrual basis in ERP environment. The firm will be required to provide the services to ensure preparation and finalization of unit's accounts using ERP environment.
17. Preparation of monthly GST Data based on ERP and provide the same to the Zonal Office tax consultant for submitting the GSTR returns on a monthly basis.
18. Any other works assigned by the Zonal/Unit Finance head related to Finance and Accounts.

