

 <p><b>SILK MARK INDIA</b></p> <p><i>Your Assurance of Pure Silk</i></p>	<p align="center"><b>Silk Mark Organisation of India</b>          [Sponsored by: Central Silk Board,          Ministry of Textiles, Govt. of India]          Corporate Office, CSB Complex, BTM Layout,          Madivala, Bangalore 560 068          Ph.080-2628 2151, 2114, 2117, 2152 Fax.080-26689356          visit us at: www.silkmarkindia.com          e-mail: silkmark@silkmarkindia.com</p>
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No.SMOI/ADT/AGA/2/2005

05/09/2019

To

**"REGD.POST- A/D"**

As per hist enclosed

SPAD

Sir,

Sub: Rendering of **Accounting & other allied Services** to Silk Mark  
 Organisation of India – Regarding.

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Silk Mark Organisation of India (SMOI) is a Society registered under Society Act, Govt. of Karnataka functioning under Central Silk Board, Ministry of Textiles, Govt. of India.

SMOI has completed its operation for 15 financial years from 2004-2019. On an average SMOI has the annual turnover of Rs.4-5 Crores. The Organisation has 10 centers across the country and Income & Expenditure are centralized at Corporate Office Bangalore. The accounts of SMOI are maintained in Tally package 9 versions. The Scheme is partially financed by the funds released by Central Silk Board Ministry of Textiles, Government of India.

Now we intend to take professional accounts services based on the nature of job in SMOI. The scope of work is mentioned below.

**Scope of Work:****1) Accounting Services**

- a) To Capture all the transaction of SMOI in suitable software for the period from April 2019 onwards.

- 107
- b) To set budgetary allocations for major account heads and compare the expenditure with budgetary allocation to decipher possibility of budget over run during any accounting period.
  - c) To analyse information in respect of different centers being operated by SMOI. The information captured can be refined and analysed to provide meaningful timely reports.
  - d) Details with respect to income arising out of sale of Silk Mark Labels, Membership fees, Authorised users fees and certification etc. and the expenditures incurred against receipt during above said period.
  - e) Enabled on line bank reconciliation, preparation of cash flow statements, income and expenditure account and Balance sheet.
  - f) Maintenance of separate accounts(funds, income & expenditure etc,) for Grants - in - aid, Revenue generated by SMOI, Expo accounts through appropriate software.
  - g) Filing of monthly GST Returns, Preparation of GSTR-1, GSTR-2, GSTR-3B and all other GST related reports.
  - h) Filing of IT returns, TDS and coordination with Income Tax Departments.

2. The firm not only be able to maintain proper accounts but also produce monthly statement of the following:

- i. Accounts /Expenditure from Grants- in - aid received from Central Silk Board.
- ii. Accounts/ Expenditure incurred for North Eastern Region through Grants-in-aid received from Central Silk Board.
- iii. Accounts/ Expenditure from SMOI generated Funds.
- iv. Accounts/Expenditure related to Expo organized by the SMOI Chapters.
- v. The firm has to submit the consolidated Annual Accounts in all respect for the year 2019-2020 before 31.05.2020 so that the same can be placed for auditing.
- vi. The firm shall have at least 5 years experience in providing service for Government organisation/Society.

In this regard, you are requested to send your quotation for Accounting Services in a sealed cover Superscribing "Quotation for Accounting Services to SMOI" on or before 30/09/2019 (3.00 pm) The quotations will be opened on the same date at 4.30 pm in presence of Committee Members.

This accounting services will be for two financial years and based on the performance of the firm, the contract period shall be extended for one more year i.e. 2021-22.

Yours faithfully

[A. Subburaj]  
Deputy Director (Insp)

Copy to: Deputy Director(Computer), C.O., Bangalore-for upload in CSB-Website.

*A. Subburaj*  
[A. Subburaj]  
Deputy Director (Insp)

*o/c*

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