

Amaravati Development Corporation Limited

(CIN-U93000AP2015SGC105535)

Registered office: Door No.54-15-1, Venkateswara Nagar, Beside Yalamanchili Complex, Sonovision Building,
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Terms of Reference for engaging Consultancy Services for Preparation of Accounting Manual and Implementing Double Entry Accrual based accounting system and Tally ERP software in Amaravati Development Corporation Limited(ADCL)

Background

Government of Andhra Pradesh vide GO. Ms. 109 Dt: 02.05.2015, (MA&UD) Department, has established Amaravati Development Corporation Limited(ADCL), for the development, implementation, operation and management of Amaravati, the new Capital City of Andhra Pradesh.

Formed as a Special Purpose Vehicle with a paid up capital of Rs.100 Crores under the Companies Act, 2013, ADCL is tasked with executing specific functions of the APCRDA, including overseeing all major infrastructure civil works for the Amaravati Capital City.

ADCL is maintaining Accounts under Double Entry Accrual based system under Tally ERP software.

Payments to Suppliers/Contractors are being made with proper approvals and as per payment guidelines

ADCL is complying with provisions for preparation, presentation of annual accounts and audit requirements as per Companies Act, Income Tax Act, GST Act and other applicable statutes within the Due dates. It is up to date in all the statutory compliances. ADCL is operating from its Corporate Office located at 54-15-1, Venkateswara Nagar, Beside Yalamanchili complex, Sonovision Building, Ring Road, Vijayawada, NTR District, Andhra Pradesh, 520008.

ADCL is preparing its Financial Statements as per Ind AS and Tally ERP is being used for maintaining books of accounts under Double entry accrual base.

Objective of the assignment:

1. The objective of the assignment is to:
 - a. Prepare an accounting manual for double entry accrual-based accounting system
 - b. Provide training to staff in ADCL
 - c. Prepare the opening balance sheet for the changes in the Chart of Accounts
 - d. Support in implementing the accounts in Tally for FY 25-26 and help the ADCL to generate the accounts from Tally to cater the need of MIS to different stakeholders.

Detailed Scope of Work

2. The key activities are:
 - a. ***Study the Act and Rules governing the accounting of ADCL, study the existing business and financial procedures of ADCL, and document them:*** The consultant is required to go through the Act and Rules of ADCL which governs the accounting and auditing requirements. If any changes are made to the Act, it can be suggested to ADCL for consideration. The consultant must go through all the business procedures which impact the accounting of ADCL and document them to be used in the accounting manual. **Output Inception report.**
 - b. ***Develop the accounting manual covering all transactions of ADCL:*** ADCL has an accounting manual which needs to be revised. The consultant is required to prepare a new manual for ADCL incorporating the requirements of double entry accrual-based system, preparation of financial statements as per the Accounting Standards, and other General Accounting Principles and Practices as specified by the ICAI in the Indian context. The manual should cover all relevant transactions of ADCL. The consultant should refer to good accounting practices provided in the Indian Companies Act 2013 to the extent it can be adopted by the Authority.
 - c. The manual should have the following: Chart of Accounts, Accounting Policies, accounting procedures, reporting formats and requirements, accounting entries chapter wise covering all major transactions etc. Detailed Table of Contents will be worked out as part of the Inception report. The manual should be lucid and easy to understand for staff of ADCL. The accounts manual should cover fund and project accounting, as it is one of the major activities of ADCL.
 - d. The accounts manual should also cover the budgeting requirements of ADCL. Project accounting, Fund Accounting and Costing system should be an integral part of the accounting system and should be implemented as part of the Tally implementation.

Output: Draft Accounts Manual including budget and costing systems and Project wise, Fund wise accounts. The manual will be finalized after training at the end of the assignment.

- e. ***Support in implementing Tally ERP Software:*** The consultant is required to support in implementing Tally and make it operational. All configurations in Tally will be required to be done by the consultant. Any customization and special reports if required must be identified by the consultant, which will be done through Tally vendors support.
- f. ***Pilot testing:*** Pilot will be done for one month entering all transactions and checking the results from the system. Any further changes to the manual or the software could be identified during pilots which will be made before full roll out. The financial statements for the Financial Year 2025-26 are expected to be generated from the system.

The consultant will provide handholding during the contract period. **Output: Pilot, and handholding.**

- g. ***Provide training and build capacity of ADCL staff:*** The consultant is expected to provide training on the use and application of the accounting manual and modules of the Tally software. The training is expected to be imparted to all accountants and other staff who are intrinsically part of the accounting process. Training will be an ongoing activity and refresher training will also be provided by the consultant. Total staff to be trained would be around 25 nos. approximately.

Output: Training materials and training to be provided.

- h. ***Prepare Opening Balance sheet as on 1-April-2025:*** Consultant is required to work with ADCL in finalization of books of accounts for the year 2024-25 and prepare the opening balance sheet as on 01.04.2025 which can be entered in the accounting system. The consultant will be required to prepare the Opening Balance Sheet and ensure all items with schedules are covered.

Output: Opening Balance Sheet with ledger balances to be included in Tally.

- i. ***Integrate database of Employees with the Tally payroll module:*** The consultant is required to verify, confirm the database of employees with certain minimum attributes of service like DOJ, education, DOB, Date of retirement, Family particulars etc., which

could be used in future for employee service details and payroll calculation.

Output: Preparation of Employee database and implementation of payroll/HR software.

Deliverables and Timelines

3. The Consultant will prepare and submit the following reports/manuals to the Client as per the following schedule. The consultant would provide 3 hard copies of the report and one soft copy of the report to the client.

Deliverables	Timeline (from start of the assignment)
1. Inception Report covering process and Act	One month
2. Draft Accounting Manual including budgeting and costing system	Three Months
3. Opening Balance Sheet	Four Months
4. Training material	Four Months
5. Training of Finance & Accounts Personnel	Five Months
6. Final Accounting Manual	Six Months
7. Staff database update and roll out HR software	Six Months

Key Staff required

4. The key staff required for the consultancy is given below. The key staff will be supported by an adequate number and qualified staff. The expected man months for the key staff are around 10-man months and required to be supported by staff as required.

S. No.	Position	Qualifications	Experience
1.	Project Team Leader – One position	<ul style="list-style-type: none"> • A member of the ICAI with ten years of experience • Additional qualification in Certified Information Systems Auditor or similar qualification would be an added advantage 	<ul style="list-style-type: none"> • Minimum 10 years of demonstrated experience in corporate financial management including BPR; assessing, designing and implementation of Tally accounting and HR systems; • Demonstrate knowledge of Accounting Standards as well as

S. No.	Position	Qualifications	Experience
		<ul style="list-style-type: none"> • Good knowledge of Tally software • Good knowledge of Telugu and English 	<p>Companies Act.</p> <ul style="list-style-type: none"> • Demonstrate Experience in providing training to staff • Demonstrate Experience in preparing accounting manuals • Demonstrate Experience in preparing training materials • Has worked in at least one similar assignment during the last 5 years as a Team Leader. • Experience of working in similar boards Companies will be an advantage
2	Accounts Experts– One position	<ul style="list-style-type: none"> • A member of the ICAI with five years of experience • Good knowledge of Tally software • Good knowledge of Telugu and English • Additional qualification in Certified Information Systems Auditor or similar qualification would be an added advantage 	<ul style="list-style-type: none"> • Minimum 5 years of experience • Experience in implementation of Tally; • Good knowledge of accounting standards. • Experience in preparing accounting manuals • Experience of working in similar boards Companies will be an advantage • Has worked in Similar assignments • Has prepared Opening Balance Sheets • Has provided training to staff • Knowledge of Companies act will be helpful
3	Finance Training Expert – One position	<ul style="list-style-type: none"> • A member of CA with five years of experience • Good knowledge of Tally software • Good knowledge of Telugu and English 	<ul style="list-style-type: none"> • Minimum 5 years of experience in working and preparing accounting manuals • Experience in implementation of Tally; • Good knowledge of accounting

S. No.	Position	Qualifications	Experience
			<ul style="list-style-type: none"> • Experience in providing training • Experience in preparing training materials • Has worked in Similar assignments • Experience of working in Relevant sector boards/Companies will be an advantage

Technical Review Committee (TRC)

5. A TRC headed by the CFO/Nodal Officer and comprising of other senior accounting and HR officers of ADCL will carry out the review reports provided by the consultants. The TRC will endeavor to review and provide the comments at the earliest, but not later than 3 weeks of submission of the reports and will inform the consultant in case of any delays.

Services & Support to be provided by Client

6. ADCL will coordinate with all the sections for the workshops/training and designate staff for training and facilitate meetings with the stakeholders. For training, ADCL will provide the venue and cost of trainee travel including TA/DA. All other requirements will be arranged by the Consultant.

Sd/- Chairperson and Managing Director

Note: Sealed Quotations shall be submitted at ADCL Office
