



केन्द्रीय सिविल सेवा साँस्कृतिक एवं क्रीड़ा बोर्ड

Central Civil Services Cultural & Sports Board

(Registration No. 2621)

Department of Personnel & Training

Ministry of Personnel, Public Grievances and Pensions

Government of India

Phone: 011-24624204

Fax: 011-24646961

361, B-Wing, 3rd Floor

Lok Nayak Bhawan

New Delhi, 110003

67/01/2024/CCSCSB

Dated 30/04/2024

Subject: Selection of Auditing Agency for audit of Annual Accounts of Central Civil Services Cultural & Sports Board (CCSCSB)-regarding.

Quotations are invited from reputed CA firms for providing the auditing services for a period of 3 years for statutory audit of the CCSCSB.

2) INTRODUCTION

The Central Civil Services Cultural & Sports Board (CCSCSB), an autonomous body work under aegis of Department of Personnel and Training is registered under the Societies Registration Act, 1860. It is the Central agency for promotion of cultural & sports activities amongst the Central Government employees in the country.

The Board organizes Inter-ministry and All India Civil Services Tournaments (AICS) in various disciplines. The AICS tournaments, are open to Central Government employees as well as civilian employees of the State/UT Governments. The tournaments are organized by the Board in collaboration with State/UT Governments and Regional Sports Boards. The Board is also affiliated to various sports associations/federations at the National level. The Board's team also participates in National level Tournaments.

The Board provides playing facilities for the Central Government employees and has Sports Complex at Vinay Marg which has facilities for Football, Hockey, Cricket, Basketball, Volleyball, Lawn Tennis and Athletics. The Board also maintains Tennis Courts at Bharti Nagar, Pandara Road, R.K. Puram and Brassey Avenue. Facilities for Table Tennis are available at Nirman Bhawan. The board organizes various Athletic Meet, Marathon, Women Meet, Regular Coaching in Cricket, Football and Lawn Tennis for the children/dependents of Government employees

3) REQUIREMENT

The Board receives Grants-in-aid from the Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India. The turnover of the society is around Rs. 2 to 3 crore per annum. The accounts of the Board are maintained by a reputed Chartered Accountant firm empaneled with CAG. The audited accounts of Board are lay in the Parliament after closing of the financial year. The board requires services of Chartered Accountant firm empaneled with CAG for undertaking Audit of Accounts of CCSCSB for financial year 2023-24, 2024-25 and 2025-26.

The scope of work and terms and conditions are mentioned below. Quotations may be submitted in attached Annexures (I-IV) to O/o Secretary, CCSCSB, Room No. 361, B Wing, 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, Tel 011-24646961, 011-24624204 latest by 14th May, 2024 in sealed cover along with all relevant documents regarding experience etc.

4) SCOPE OF WORK

- a) Audit for vouching and verification of all Accounting, Finance, Procurement, Payroll, administrative operations, process and records on annual basis and confirm its accuracies in accounting/preparation of books of accounts.
- b) Any deficiencies in annual accounts to be reported with provision of handhold support/advise in implementation of remedial measures, as required and preparation for SOP of remedial measures provided on deficiency.
- c) The firm on behalf of CCSCSB will prepare/submit form 10B, within the prescribed time limit as per provisions of Income Tax Act.
- d) After auditing of annual accounts, the agency shall help in prepare annual report that will be lay in the Parliament.
- e) The audit firm is expected to furnish audit return with a fortnight from the date of commencement of audit each year.

5) ESSENTIAL ELIGIBILITY CRITERIA

SL	Parameter	Criteria	Documents to be Submitted
1.	Legal Entity	Responding applicant should be: a. Registered as a Company / LLP under Companies Act, 1956/2013 OR Partnerships Firm registered under LLP Act, 2008. b. Registered with Goods and Services Tax Network (GSTN).	a. Copy of Certificate of Incorporation / Registration b. Copy of GST Registration Certificate
2.	Sales Turnover	The bidder should have average annual turnover of at least Rs. 50 lakhs in last three financial years ending at 31st March 2023.	Copy of audited Profit & Loss Statement OR Certificate from the Statutory Auditor
3.	Certifications	a. Latest registration certificate issued by The Institute of Chartered Accountants of India b. The Firm must be empanelled with CAG	a. Copy of certificate issued by ICAI b. Empanelment certificate from CAG
4.	Experience	Should at least 3 years of experience in Auditing of any Government organizations/ Autonomous Bodies.	Work Order with Certificate for Completion.

5.	Location of Office	The bidder must have an office located in Delhi/NCR.	Proof in support of location of office.
6.	Blacklisting	Responding Firm/ Company shall not be under a declaration of ineligibility for corrupt or fraudulent practices and must not be blacklisted by any State Govt./ Central Govt., for any reason, at the time of bid submission	Self-Declaration

6) SELECTION PROCESS

The bidders qualifying the above mentioned criteria shall be eligible for financial evaluation. The qualifying bidder having lowest bid shall be awarded the contract for auditing the accounts of CCSCSB.

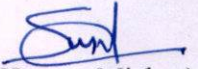
7) TERMS AND CONDITIONS

- a) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by CCSCSB
- b) CCSCSB reserves the right to amend, modify, or cancel this bid and to reject any or all proposals without assigning any reason.
- c) Bidders are advised to study all instructions, terms, requirements and other information in the documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the notification with full understanding of its implications,
- d) All disputes, differences, claims, and demands arising under the engagement contract shall be referred to President of the CCSCSB. No suit or other proceedings relating to said RFP, shall be filed in any Court of law except the competent Courts of Law having jurisdiction within the local limits of New Delhi only, where headquarter of CCSCSB is located.
- e) If any provision or condition of this Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of this Contract.
- f) CCSCSB, reserves full rights to terminate the contract at any point of time without assigning any reasons with immediate effect.
- g) In case of any dispute between the firm and the Board, the matter shall be put up to the President of the Board and his decision shall be final.
- h) Indemnification:
The bidder shall indemnify, defend and hold CCSCSB and their officers, employees, successors and assigns harmless from and against any and all losses arising from personal injury or claims by third parties pursuant to this agreement, including but not limited to any equipment, software, information, methods of operation or other intellectual property (or the access, use or other rights thereto) provided by them or its associated agencies or any act, default or omission of any of them in relation to this agreement.
- i) Limitation of Liability:
Except in cases of criminal negligence or willful misconduct, the aggregate liability of the contractor to the Procuring Entity, whether under the contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing

defective equipment, or to any obligation of the contractor to indemnify the Procuring Entity concerning IPR infringement

j) Force Majeure:

In the event of being prevented from delivering the supplies and services on the delivery date due to acts of God, acts of war, blockades, embargoes, epidemics, revolutions, strikes, lockouts, floods, fires, major accidents resulting in damage of supplies or other similar events of the same nature or reasons beyond control of supplier such delays shall constitute excusable delays provided notices are given within 30 (thirty) days of the occurrence and cessation of such event along with supporting documents.



(Sujit Kumar Mishra)
Secretary, CCSCSB
Ph: 011-24646961

Annexure-I: Cover Letter

[To be submitted on bidder's letterhead]

Date:

To

Central Civil Services Cultural & Sports Board
Room No. 361, B-Wing, 3rd Floor,
Lok Nayak Bhawan, Khan Market,
New Delhi 110003

Sub: Selection of Auditing Agency for internal audit of Annual Accounts of Central Civil Services Cultural & Sports Board (CCSCSB)

Dear Sir,

With reference to your notification no. 67/01/2024/CCSCSB dated 30.04.2024, we, having examined the document and understood their contents, hereby submit our bid.

1. All information provided in the bid and in the supporting documents are true and correct.
2. We shall make available to the CCSCSB any additional information it may find necessary or require to supplement or authenticate the bid.
3. We acknowledge the right of the CCSCSB to reject our bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. We declare that we have examined and have no reservations to the notification, including any corrigendum or addendum issued by the CCSCSB.
5. We understand that you may cancel the bidding process at any time and that you are neither bound to accept any proposal that you may receive, without incurring any liability to the bidders.
6. We believe that we satisfy the eligibility criteria and meet(s) the requirements as specified in the notification.
7. We agree and undertake to abide by all the terms and conditions of the notification.

Yours faithfully,

Date: (Signature of the authorized signatory of bidder)

Place:

(Name and designation of the of the authorized signatory of bidder)

(Name and seal of the bidder)

Annexure-II: Particulars of Bidder

[To be submitted on bidder's letterhead]

Sr. No.	Heads	Particulars
1.	Registered name of the firm	
2.	Type of the firm (legal entity) (Please enclose self-certified copy of certificate of incorporation)	
3.	Complete address of registered office	
4.	Date of incorporation	
5.	Contact person details (name, designation, mobile number, email)	
6.	Telephone number (with ISD & STD code)	
7.	Fax number (with ISD & STD code)	
8.	Copy of bidder's PAN card	
9.	Copy of bidder's GST registration certificate	
10.	Documents in order as requested in para 5 of the notification.	
11.	Any other relevant information	

Signature of authorized signatory of bidder

Name and designation of authorized signatory of bidder

Telephone & mobile number (with ISD & STD Code)

Fax number (with ISD & STD Code)

E-mail address

Official seal of the bidder

Annexure-III: Financial Proposal Format

[To be submitted on bidder's letterhead]

To:

Central Civil Services Cultural & Sports Board
North Block, New Delhi - 110 001, India

Sub: Financial Proposal for Engagement of Selection of Auditing Agency for internal audit of Annual Accounts of Central Civil Services Cultural & Sports Board (CCSCSB)

Dear Sir,

We are pleased to submit our Financial Proposal for Selection of Auditing Agency for internal audit of Annual Accounts of Central Civil Services Cultural & Sports Board (CCSCSB) as per the terms and conditions of the notification no. 67/01/2024/CCSCSB dated 30.04.2024.

- a. We hereby declare that our financial bid is unqualified and unconditional in all respects.
- b. The financial bid has been quoted without seeking any minimum guaranteed support from the CCSCSB.
- c. The financial bid quoted here shall be fixed for the entire contract period.
- d. Our financial bid is as follows:

Sr. No.	Particulars	Price quoted	Total Qty.	Total Price (in INR)
1.	Annual Financial Audit including filing necessary Returns (form10B etc)	Lump sum	1	

- a) The prices should be quoted in Indian Rupees above by the bidder.
- b) The quoted price should be inclusive of all applicable taxes and charges.
- c) Payment shall be released after deducting TDS as per applicable provisions of GST and Income Tax.

Yours faithfully,

Date:

(Signature of the authorized signatory of bidder)

Place:

(Name and Designation of the of the authorized signatory of bidder)

(Rubber seal of the bidder)

Annexure-IV: Declaration regarding Non-blacklisting

Declaration regarding non-blacklisting of bidder

[To be submitted on bidder's letterhead]

Date:

To:

Central Civil Services Cultural & Sports Board

North Block, New Delhi - 110 001, India

Sub: Declaration regarding Non-blacklisting of bidder

Dear Sir,

In response to the notification no. 67/01/2024/CCSCSB dated 30.04.2024 for _____ We hereby declare that presently our Company _____ or any of our group or associate companies, at the time of bidding, is having unblemished record and is not declared ineligible nor has been issued letter for blacklisting for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT or the Procuring Entity.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Dated the _____ day of _____ 2024.

Yours faithfully,

Date:

(Signature of the authorized signatory of bidder)

Place:

(Name, address, and designation of the of the authorized signatory of bidder)

(Name and rubber seal of the bidder)