



केन्द्रीय सिविल सेवा साँस्कृतिक एवं क्रीड़ा बोर्ड
Central Civil Services Cultural & Sports Board
(Registration No. 2621)
Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
Government of India

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Lok Nayak Bhawan
New Delhi- 110003

F.No. : 20/03/2023-24/CCSCSB

12th June, 2024

QUOTATION NOTICE

Subject:- Outsourcing of CA firm in Central Civil Services Cultural & Sports Board for a period of three years.

The Central Civil Services Cultural & Sports Board (CCSCSB) is a society registered under the Societies Registration Act, 1860 and works under aegis of Department of Personnel & Training. It is the Central Agency for promotion of Sports & Cultural activities amongst Civil Servants in the Country.

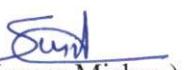
2. The Board receives Grants-in-aid from the Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India. The turnover of the society is around Rs. 2 to 3 crore per annum. The accounts of the Board are maintained by a reputed Chartered Accountant firm empanelled with CAG. The audited accounts of Board are laid in the Parliament after closing of the financial year.

3. The Quotations for providing the accounting services on contractual basis for providing the accounting services are invited from experienced accounting firms for maintaining the accounts of CCSCSB. The details of job requirement as well as Terms & Conditions of the contract are attached at Annexure-I.

4. The eligibility criteria for accounting agency are as under:

- i. The Accounting Agency (CA firm) must have office located in Delhi NCR.
- ii. The Agency must be empanelled by CAG with firm station in Delhi NCR.
- iii. The Agency must have at least 10 employees enrolled on the payroll of the Firm.
- iv. The Agency must have at least 3 years of experience in maintaining accounts of Government run institutions/societies/Autonomous bodies.
- v. The Agency must have average annual turnover of last Financial Year (2020-2021 to 2022-23) of Rs. 1 Crore or above.

5. The quotation may be submitted by **26th June, 2024** in a sealed cover along with all relevant documents regarding experience, empanelment etc to Secretary, CCSCSB, Room No. 361, B - Wing, 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003. The bid will be single packet bid containing relevant documents and amount quoted by CA firm. The bids will be opened by committee in presence of the bidders and the contract shall be awarded to the L1 bidder who meets all the eligibility criteria.


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

Details of Job requirement for providing Accounting Services

1. The employee of the firm shall attend the office regularly. He should be well qualified and should have adequate knowledge of accounting procedures on tally software. Software will be made available by the CCSCSB for looking after the day-to-day accounting work.
2. The firm will prepare the final accounts including the balance sheet of the CCSCSB at the closing of the financial year and will assist in getting the same audited by the Chartered Accountants of the Society as well as from the auditors of the Comptroller and Auditor General of India and Internal audit.
3. The representative of the firm will prepare the Annual Budget of the Board.
4. The representative of the firm will attend CCSCSB's meeting as and when annual report/annual accounts are discussed.
5. The firm will study audit observations in respect of accounts of CCSCSB for the past period, maintain the records as per audit observations and also prepare replies the audit observations.
6. The representative will keep a track on expenditure & income of the Board and shall submit a report every Monday of the week. Firm will also suggest measures to control the expenditure if required.
7. The representative of the firm will make enrolment as well as payment of contribution of EPF & ESI and will file the return of ESI & EPF on behalf of CCSCSB & will provide full consultancy on matters related to EPF & ESI.
8. The representative of the firm will process filing of Income Tax/TDS return and undertake all other work relating to accounts/accounting procedures/statutory requirements.
9. The representative of the firm shall ensure that all the accounting correspondence is replied without any delay. The firm will give timely reminder to individual/ dealers/ institutions/ RSB's etc regarding information/ documents/ demands etc.
10. The CCSCSB will provide a computer, printer, scanner, stationery and the accounting software (Tally) for undertaking the accounting work.
11. The representative of the firm will handle Income Tax Returns and registration. Renewal & GST (where applicable).
12. The representative of the firm will handle all the notice regarding taxation, TDS, EPF, ESIC etc.
13. The representative of the firm will prepare the salary of Board Employees including statutory deductions.
14. No extra amount would be paid for any new regulation/rule enforced by Government in view of accounting related issue.
15. Any other accounting relating work.

Term and Conditions of the contract

1. The period of contract would be 3 years and the contract will not be renewed after the expiry of said period. Instead fresh quotations will be called.
2. The firm will quote the monthly amount including GST to be charged from CCSCSB for providing accounting services. No request for increase in this amount shall be entertained during the entire period of 3 years engagement.
3. The firm shall ensure that its employees maintain discipline & exemplary behaviour while working in CCSCSB.
4. The firm shall abide by all the prevalent labour law while deputing their employees for the work in CCSCSB.
5. On termination of the engagement period the firm shall return all papers, documents and other proceedings belonging to and including those which are expected to be retained by the Board.
6. The engagement period can be terminated before its expiry by either of the parties serving one month notice on the other. CCSCSB, however reserves the right to terminate the contract without assigning any reason.
7. 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.