



**Government  
eProcurement  
System**

## eProcurement System Government of India

### Tender Details

Date : 21-Nov-2025 03:45 PM



#### Basic Details

|                                      |                                              |                                       |             |
|--------------------------------------|----------------------------------------------|---------------------------------------|-------------|
| Organisation Chain                   | Sports Authority of India  Head Office - SAI |                                       |             |
| Tender Reference Number              | 01-20005/24/2025-HO - ES Division            |                                       |             |
| Tender ID                            | 2025_SAI_886642_1                            | Withdrawal Allowed                    | Yes         |
| Tender Type                          | Open Tender                                  | Form of contract                      | Empanelment |
| Tender Category                      | Services                                     | No. of Covers                         | 1           |
| General Technical Evaluation Allowed | No                                           | ItemWise Technical Evaluation Allowed | No          |
| Payment Mode                         | Not Applicable                               | Is Multi Currency Allowed For BOQ     | No          |
| Is Multi Currency Allowed For Fee    | No                                           | Allow Two Stage Bidding               | No          |

#### Cover Details, No. Of Covers - 1

| Cover No | Cover                         | Document Type | Description         |
|----------|-------------------------------|---------------|---------------------|
| 1        | Fee/PreQual/Technical/Finance | .pdf          | Technical Documents |

#### Tender Fee Details, [Total Fee in ₹ \* - 0.00]

|                              |      |                |     |
|------------------------------|------|----------------|-----|
| Tender Fee in ₹              | 0.00 |                |     |
| Fee Payable To               | Nil  | Fee Payable At | Nil |
| Tender Fee Exemption Allowed | No   |                |     |

#### EMD Fee Details

|                 |       |                       |     |
|-----------------|-------|-----------------------|-----|
| EMD Amount in ₹ | 0.00  | EMD Exemption Allowed | No  |
| EMD Fee Type    | fixed | EMD Percentage        | NA  |
| EMD Payable To  | Nil   | EMD Payable At        | Nil |

[Click to view modification history](#)

#### Work /Item(s)

|                                      |                                                                              |                           |                        |                       |                        |
|--------------------------------------|------------------------------------------------------------------------------|---------------------------|------------------------|-----------------------|------------------------|
| Title                                | Empanelment of Chartered Accountant (CA) firms for Accounting/Taxation works |                           |                        |                       |                        |
| Work Description                     | Empanelment of Chartered Accountant (CA) firms for Accounting/Taxation works |                           |                        |                       |                        |
| Pre Qualification Details            | As per RFE                                                                   |                           |                        |                       |                        |
| Independent External Monitor/Remarks | NA                                                                           |                           |                        |                       |                        |
| Show Tender Value in Public Domain   | No                                                                           |                           |                        |                       |                        |
| Tender Value in ₹                    | 1                                                                            | Product Category          | Miscellaneous Services | Sub category          | NA                     |
| Contract Type                        | Empanelment                                                                  | Bid Validity(Days)        | 90                     | Period Of Work(Days)  | NA                     |
| Location                             | SAI HO                                                                       | Pincode                   | 110003                 | Pre Bid Meeting Place | Online link in the RFE |
| Pre Bid Meeting Address              | Online link in RFE                                                           | Pre Bid Meeting Date      | 28-Nov-2025 12:00 PM   | Bid Opening Place     | Online                 |
| Should Allow NDA Tender              | No                                                                           | Allow Preferential Bidder | No                     |                       |                        |

#### Critical Dates

|                                     |                      |                                   |                      |
|-------------------------------------|----------------------|-----------------------------------|----------------------|
| Publish Date                        | 21-Nov-2025 04:00 PM | Bid Opening Date                  | 13-Dec-2025 02:00 PM |
| Document Download / Sale Start Date | 21-Nov-2025 04:00 PM | Document Download / Sale End Date | 12-Dec-2025 02:00 PM |
| Clarification Start Date            | 21-Nov-2025 04:00 PM | Clarification End Date            | 28-Nov-2025 06:00 PM |
| Bid Submission Start Date           | 21-Nov-2025 04:00 PM | Bid Submission End Date           | 12-Dec-2025 02:00 PM |

#### Tender Documents

|              |  |
|--------------|--|
| NIT Document |  |
|--------------|--|

|                     | S.No | Document Name      | Description   | Document Size (in KB) |
|---------------------|------|--------------------|---------------|-----------------------|
|                     | 1    | Tendernotice_1.pdf | NIT           | 706.38                |
| Work Item Documents | S.No | Document Type      | Document Name | Description           |
|                     | 1    | Tender Documents   | RFEEm.pdf     | Tender Documents      |
|                     |      |                    |               | 689.59                |

**Bid Openers List**

| S.No | Bid Opener Login Id          | Bid Opener Name     | Certificate Name    |
|------|------------------------------|---------------------|---------------------|
| 1.   | himanshu.s@nic.in            | Himanshu Singh      | HIMANSHU SINGH      |
| 2.   | kailashmeena.sai@gov.in      | Kailash Chand Meena | kailash chand meena |
| 3.   | dilipkumarsinghsai@gmail.com | DILIPKUMAR SINGH    | DILIP KUMAR SINGH   |

**GeMARPTS Details**

|                     |                         |
|---------------------|-------------------------|
| GeMARPTS ID         | TPHIXKCY62ZG            |
| Description         | Empanelment of CA firms |
| Report Initiated On | 11-Nov-2025             |
| Valid Until         | 11-Dec-2025             |

**Tender Properties**

|                                 |     |                                                |                       |
|---------------------------------|-----|------------------------------------------------|-----------------------|
| Auto Tendering Process allowed  | No  | Show Technical bid status                      | Yes                   |
| Show Finance bid status         | Yes | Stage to disclose Bid Details in Public Domain | Technical Bid Opening |
| BoQ Comparative Chart model     | NIL | BoQ Compative chart decimal places             | 2                     |
| BoQ Comparative Chart Rank Type | NIL | Form Based BoQ                                 | No                    |

**TIA Undertaking**

| S.No | Undertaking to Order               | Tender complying with Order | Reason for non compliance of Order |
|------|------------------------------------|-----------------------------|------------------------------------|
| 1    | <a href="#">PPP-MII Order 2017</a> | Agree                       |                                    |
| 2    | <a href="#">MSEs Order 2012</a>    | Agree                       |                                    |

**Tender Inviting Authority**

|         |                |
|---------|----------------|
| Name    | DG, SAI        |
| Address | DG, SAI Office |

**Tender Creator Details**

|              |                      |
|--------------|----------------------|
| Created By   | Kailash Chand Meena  |
| Designation  | Assistan Director    |
| Created Date | 21-Nov-2025 03:39 PM |

**SPORTS AUTHORITY OF INDIA  
GENERAL ADMINISTRATION AND PROCUREMENT DIVISION  
(GAPD)**

**E-mail: [es-sai@gov.in](mailto:es-sai@gov.in)**

**Website: <http://sportsauthorityofindia.nic.in>  
<https://eprocure.gov.in>**

**Ref. No- 01-35001(01)/12/2025-HO - Finance Division**

**Request for Empanelment (RFE)**

**Empanelment of Chartered Accountant (CA) firms for Accounting/Taxation works**

**Date of Publish: 21.11.2025**

**Last date of Submission: 12.12.2025**

**Sports Authority of India (SAI)**

**1<sup>st</sup> Floor, SAI, HQ, JLN Stadium, Entry no 10, Lodhi Road, New Delhi**

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#### **DISCLAIMER**

1. The information contained in this Request for Empanelment Document (hereinafter known as “RFE Document”) or subsequently provided to Bidders/in documentary form by or on behalf of Sports Authority of India (SAI) or any of their representatives, employees or advisors (collectively referred to as “Representatives”), is provided to Bidder(s) on the terms & conditions set out in this RFE Document and any other terms & conditions subject to which such information is provided.
2. This RFE Document is not an agreement and is not an offer or invitation by the Representative(s) to any party other than the entities, who are qualified to submit their Proposal (“Bid”). The purpose of this RFE Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFE Document does not purport to contain all the information each Bidder may require. This RFE Document may not be appropriate for all persons, and it is not possible for SAI Representatives to consider the investment objectives, financial situation and needs of each party who reads or uses this RFE Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFE Document and wherever necessary, obtain independent advice from appropriate sources.
3. The Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFE Document.
4. The Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFE Document.

## **1. INTRODUCTION**

- 1.1 The Sports Authority of India (hereafter referred as “SAI”) invites proposals for Empanelment of Chartered Accountant (CA) firms for Accounting/Taxation works. Once empaneled, only these agencies will be eligible to participate in RFP stage to bid for a limited tender enquiry for only financial proposals.
- 1.2 SAI, being the apex body for sports promotion and development in the country, is engaged in implementation of several flagship schemes along with various sports promotional initiatives across India. These schemes and activities involve extensive financial transactions, accounting compliance, statutory reporting, auditing, and taxation matters of complex nature, for which services of professional Chartered Accountant Firms are required. The objective is to ensure timely, transparent, and compliant management of all financial, statutory, and taxation obligations of SAI. These empaneled firms shall be responsible for providing end-to-end accounting and taxation support as per the scope of the work during the tenure as per [Annexure VII](#).
- 1.3 This Request for Empanelment (RFE) Document provides the relevant information as well as instructions to assist the prospective bidders (“Bidder”) in preparation and submission of Bids. It also includes the mode and procedure to be adopted by SAI for receipt and opening as well as scrutiny and evaluation of Bids and subsequent conclusion of Contract.
- 1.4 Before formulating the Bid and submitting the same to SAI, the Bidder should carefully read and examine all the terms, conditions & instructions etc. contained in the Bidding Documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bidding Documents may result in rejection of its Bid.

## **2. LANGUAGE OF BID**

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and SAI, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.

## **3. SCOPE OF WORK**

- 3.1 The detailed scope of work for the CA firms is outlined in [Annexure VII](#) providing a comprehensive and specific plan for the tasks and responsibilities they will undertake.

#### **4. TERMS OF EMPANELMENT**

- 4.1** The term of Empanelment shall be for three (3) years from the date of execution of contract/agreement.
- 4.2** The empanelment can be used by any division of Sports Authority of India (SAI) including Finance Division or any other organization as deemed fit by SAI. The process of selection of agencies is elaborated in the Bid Evaluation section at [Clause 14](#) in this RFE.
- 4.3** All empaneled agencies must honor all RFE conditions and adherence to all aspects of fair-trade practices in executing the purchase orders/work order placed by SAI. Failing to do so may result in SAI discontinuing/stop their further participation in SAI tendering process.
- 4.4** SAI may, at any time, terminate the empanelment by giving 30 days' notice period to the empaneled agency without any compensation or liability, if the Empaneled Agency commits any breach of contract, has misrepresented or becomes bankrupt or otherwise insolvent, and/or SAI is not satisfied with the performance & work of the Empaneled Agency, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SAI.
- 4.5** SAI will reject the application, if it determines that the Applicant has directly or through an agent is engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices. Also, SAI reserves the right to take any appropriate action in line with the provisions of GFR and Manuals of Procurement.
- 4.6** SAI will be the final authority for award of projects among the Empaneled Firms. Financial proposals shall be asked through CPP Portal only, as and when required, from the empaneled firms and method of selection shall be L1 method. The Assignment of project would be communicated in writing to the firm, all decisions taken by SAI regarding empanelment shall be final and binding on all Empaneled Applicants.
- 4.7** Empanelment with SAI does not guarantee allocation of work.
- 4.8** The selected applicant shall be required to confirm acceptance of the assignment within 7 days from the date of issuance of the Letter of Intent (LOI). In case the applicant fails to provide such confirmation within the stipulated period, the assignment shall automatically be offered to the next eligible firm (L2), and the same process shall continue in accordance with Clause 4.6.
- 4.9** Denial of assignment/project from SAI for more than 3 times will result into De-empanelment of the respective applicant/firm.

## 5. BID SCHEDULE

5.1 The Bid Schedule is as follows:

|                                                                    |                                                                                                                                                                                            |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Publication                                                | 21.11.2025                                                                                                                                                                                 |
| Bid Document download start Date                                   | 21.11.2025                                                                                                                                                                                 |
| Last date and time of submission of queries for Pre-Bid Conference | 28.11.2025 by 1800 Hrs                                                                                                                                                                     |
| Pre-Bid conference                                                 | Pre-Bid for empanelment of CA firms<br>Friday, November 28 · 12:00 – 1:00pm<br>Video call link:<br><a href="https://meet.google.com/aqv-vuwp-nfz">https://meet.google.com/aqv-vuwp-nfz</a> |
| Bid Submission start date                                          | 21.11.2025                                                                                                                                                                                 |
| Bid submission end date and time                                   | 12.12.2025                                                                                                                                                                                 |
| Opening of Bid date and time                                       | 13.12.2025                                                                                                                                                                                 |
| Mode of Empanelment                                                | CPP Portal                                                                                                                                                                                 |
| Financial Proposals                                                | Through CPP portal as and when required during the tenure of the empanelment.                                                                                                              |

5.2 SAI reserves the right to vary or discontinue the process or any part thereof at its absolute discretion at any point of time

## 6. ELIGIBILITY CRITERIA- Minimum Eligibility Criteria

6.1 Each Bidder must fulfil the following qualification criteria:

| S. No. | Financial and Technical Requirement                                                                                                                                                                                                                                                                                                         | Documents to be submitted                                                                                                                                                              |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | A company incorporated in India for at least 07 years, as on bid submission end date, under the Companies Act, 1956 or 2013 and subsequent amendments thereto, Partnership Firms (LLP Act, 2008 or Partnership Act, 1932) or Proprietary Firms Registered with the Income Tax (PAN) and GST (GSTN) Authorities in India with active status. | Scanned copy of Certificate of Incorporation / Registration Certificate / Articles and Memorandum of Association along with GST and PAN card copies.                                   |
| 2.     | Registered Member of ICAI/ICWAI since last 07 years as on date of bid submission.                                                                                                                                                                                                                                                           | Certificate issued by the authorized signatory                                                                                                                                         |
| 3.     | The Bidder must be empaneled with CAG as on bid submission end date.                                                                                                                                                                                                                                                                        | Copy of Certificate duly attested by authorized signatory.<br><b>NOTE: The ongoing application submitted for the empanelment with CAG shall not be considered as a valid document.</b> |
| 4.     | Bidder must have at least 2 (Two) full time qualified FCA partners.                                                                                                                                                                                                                                                                         | Relevant certificate from Auditor should be submitted OR ICAI registration certificate mentioning the list of Partners.                                                                |
| 5.     | The Bidder must have Registered Office in Delhi/NCR.                                                                                                                                                                                                                                                                                        | Certified copy of requisite Document                                                                                                                                                   |

|     |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                   |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.  | The Bidder should not have been blacklisted/ debarred by any Central/ state government/ public sector undertaking and not involved in any major litigation as on bid submission end date that may affect or compromise the delivery of service required. The agency should not have been penalized or found guilty in court of law.                                                  | Self-certification on letterhead to be provided as per Annexure-IX                                                                                                                                |
| 7.  | Average annual financial turnover should be at least INR 75.00 lakh during the three years, ending 31st March of the previous Financial Year (i.e., FY 2022-23, 2023-24 and 2024-25).<br><b>Note: In case audited account statement are not available for 2024-25 then the above criteria for financial years 2021-22, 2022-23 &amp; 2023-24 shall be considered for evaluation.</b> | Self-attested copy of audited financial Statements for 3 financial years duly authenticated by CA i.e., FY 2022-23, 2023-24 and 2024-25.                                                          |
| 8.  | The Bidder should have work experience of providing services as mentioned in scope of services to at least 3 central-funded autonomous bodies or Government Institutions in India in last 7 years as on bid submission end date.                                                                                                                                                     | Work Order + Completion Certificates/ payment proof of client to the extent of project cost/ certification from CA certifying receipt of payment to the extent of the project shall be submitted. |
| 9.  | DECLARATION as per GFR Clause 144 (xi)                                                                                                                                                                                                                                                                                                                                               | DECLARATION As per format at Annexure-XVIII.                                                                                                                                                      |
| 10. | Declaration for Local content                                                                                                                                                                                                                                                                                                                                                        | DECLARATION As per format at Annexure-X                                                                                                                                                           |
| 11. | FIT and Proper Person                                                                                                                                                                                                                                                                                                                                                                | Bidder should be Fit and Proper person as per the criteria defined in this RFP 6.2 (c)                                                                                                            |

**6.2** Following criteria should also be fulfilled in addition to the above requirements:

- a. Consortium is not allowed.
- b. None of the full-time Directors of the bidders should have any relative (a person connected by blood or marriage) working in the Ministry of Youth Affairs and Sports ,MYAS/SAI. An undertaking in this regard is to be given by the Bidder; A person shall be deemed to be a relative of another if, and only, if,
  - (a) They are members of a Hindu Undivided Family; or
  - (b) They are husband and wife; or
  - (c) The one is related to the other in the manner indicated below:-
    - i. Father
    - ii. Mother (including step-mother)
    - iii. Son (including step-son)
    - iv. Son's wife
    - v. Daughter (including step-daughter)
    - vi. Father's father
    - vii. Father's mother
    - viii. Mother's mother
    - ix. Mother's father
    - x. Son's son
    - xi. Son's son's wife
    - xii. Son's daughter

- xiii. Son's daughter's husband
- xiv. Daughter's husband
- xv. Daughter's son
- xvi. Daughter's son's wife
- xvii. Daughter's daughter Daughter's daughter's husband
- xviii. Brother (including step-brother)
- xix. Brother's wife
- xx. Sister (including step-sister)
- xxi. Sister's husband

c. **Fit and Proper Person:** For the purpose of determining whether a Bidder is a "Fit and Proper Person", SAI may take the indicative criteria mentioned below:

- financial integrity of the Bidder;
- ability of the Bidder to undertake all obligations set out under the in this RFE;
- absence of convictions or civil liabilities against the Bidder;
- absence of any previous debarment of the Bidder, in accordance with the General Financial Rules, 2017, provided such debarment is still existing;
- absence of any disqualification as specified below:
- Conviction of the Bidder or any of its respective directors, partners, executives or key managerial personnel by any judicial body for any offence involving moral turpitude, economic offence, securities laws or fraud or any offence under the Prevention of Corruption Act, 1988, the Indian Penal Code, or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract;
- Admission of an application for winding up or liquidation under the Insolvency and Bankruptcy Code (IBC) or any Applicable Laws against the Bidder or any of its or their respective directors and partners;
- Any action or proceeding being initiated under the Insolvency and Bankruptcy Laws under the Applicable Law, including but not limited to declaration of Insolvency or Bankruptcy, disqualification or de-recognition by any professional body being initiated against the Bidder;
- Current or previous banning of the Bidder or its respective directors, partners, executives or key managerial personnel by the governing body of any sport from involvement in the administration of or any form of participation in such sport, for any reason;
- Default by The Bidder or any of its or their respective directors and of any of its obligations to a financial institution or has defaulted on any of its obligations to a financial institution in the last 3 (three) financial years;
- Blacklisting of the Bidder by any government or semi-government body.

**6.3** Documentary evidence for compliance to each of the eligibility criteria must be enclosed along with the bid together with the references as required in the Eligibility Criteria given above in [Clause 6.2](#).

**6.4** If the bids are not accompanied by all the requisite supporting documents as mentioned in [Clause 7](#), the same would be rejected.

**6.5** Undertaking for subsequent submission of any of the required document will not be

entertained under any circumstances.

**Disclaimer:**

- In case the desired number of quotations are not received for any RFP after the empanelment; SAI reserves the right to publish an open tender for the said project.
- SAI reserves the right to de-empanel any agency from their respective category of empanelment if the agency fails to bid continuously for 3 times in the RFP floated in their respective category without any valid justification.
- A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- Amendments to Bidding Documents:
  - a. At any point of time, prior to the deadline for submission of Bids, SAI may, for any reason deemed fit by it, modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids. Such an amendment will be uploaded on SAI website: <http://sportsauthorityofindia.nic.in> CPP portal of Government of India [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders are, therefore, advised to refer to SAI website and CPP portal before submitting bids.
  - b. A Bidder requiring any clarification or elucidation on any issue of the Bidding Documents may take up the same with SAI in writing. SAI will respond in writing to such request in pre- bid conference as per the bid schedule mentioned in clause 5 above.

**NOTE:** It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above. All the Bids so submitted must be **unconditional**. Bidders should make sure that all the pages should be **numbered** and **an index** should be attached as first page with the Bid. The authorized signatory of the Bidder must sign the Bid with proper name, designation, duly stamped at appropriate places and initial all the remaining pages of the Bid.

## **7. EARNEST MONEY DEPOSIT (EMD)**

**7.1** EMD shall be notified to the Empaneled Agencies at the RFP stage.

**7.2** As per the General Financial Guidelines of Govt. of India, EMD shall be calculated as 2% to 5% of the estimated cost of project.

**7.3** The Bid Security shall be furnished in one of the following forms:

- a) Account Payee Demand Draft
- b) Fixed Deposit Receipt
- c) Banker's cheque / Pay Order
- d) Bank Guarantee from any of the commercial banks.
- e) NEFT transfer to "SECRETARY, SAI". Union Bank of India Account No: 108510011000101, IFSC No. UBIN0810851. (Bidder must upload challan/proof along with Bid in CPP Portal)

- f) Valid Insurance Surety Bonds
- g) e-Bank Guarantee

**7.4** The Bid Security shall be valid for a period of forty-five (45) days beyond the validity period of the bid. The Bid Security shall be valid for 135 days from the date of opening of the Bid.

**7.5** Bid securities of unsuccessful bidders during financial evaluation will be returned within 30 days of award of contract.

The Bid Security of successful Bidders will be returned without any interest, after receipt of Performance Security from that Bidder.

## **8. BIDDERS' QUERIES AND RESPONSES THERE TO**

**8.1** All enquiries from the Bidders relating to this RFE must be submitted exclusively to the contact person at the given email address/by post or by hand. The queries should necessarily be submitted on or before scheduled date and time mentioned in the Critical Date Sheet in the following format:

|                                                                     |                                                           |                                               |                                                                                                                                    |
|---------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| To,<br>Secretary (SAI),<br>Sports Authority of India,<br>New Delhi. |                                                           |                                               |                                                                                                                                    |
| BIDDER'S REQUEST FOR CLARIFICATION                                  |                                                           |                                               |                                                                                                                                    |
| Name of Organization submitting request                             |                                                           | Name & position of person submitting request  | Full formal address of the organization including phone, fax and email points of contact & contact details of local office as well |
|                                                                     |                                                           |                                               | Tel:                                                                                                                               |
|                                                                     |                                                           |                                               | Fax:                                                                                                                               |
|                                                                     |                                                           |                                               | Email:                                                                                                                             |
| <b>Sl. No.</b>                                                      | <b>Bidding Document Reference(s) (Clause number/page)</b> | <b>Content of RFE requiring clarification</b> | <b>Points of Clarification required.</b>                                                                                           |
| <b>1</b>                                                            |                                                           |                                               |                                                                                                                                    |
| <b>2</b>                                                            |                                                           |                                               |                                                                                                                                    |

**8.2** All enquiries should be submitted to SAI only through email only. SAI shall not be responsible for ensuring that Bidders' enquiries have been received by them. SAI shall endeavor to provide a complete, accurate, and timely response to all questions to all the Bidders. However, SAI makes no representation or warranty as to the completeness or accuracy of any response, nor does SAI undertake to answer all the queries that have been posed by the Bidders. All responses given by SAI will be distributed to all the Bidders.

- 8.3** SAI will host/organize a Pre-Bid Conference, scheduled as per the details provided in the Bid Schedule mentioned in Clause 5 of the RFE. The representatives of the interested Bidders may attend the pre-bid conference at their own cost. The purpose of the conference is to provide Bidders with information regarding the RFE and discuss bidder's queries, together with proposed solutions. SAI shall provide each Bidder with an opportunity to seek clarifications regarding any aspect of the RFE during the pre-bid conference.
- 8.4** Within reasonable time period from the Pre-Bid Conference, SAI shall issue responses to all of the bidders' written queries, together with any other revised documents (if required).
- 8.5** Bidder may also download the Bidding Documents from the web site- [www.sportauthorityofindia.nic.in](http://www.sportauthorityofindia.nic.in), and CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app> Bidders shall ensure that their Bids, complete in all respect should be uploaded online before the closing date and time as indicated in the critical date sheet above on CPP Portal <http://eprocure.gov.in/eprocure/app>.
- 8.6** Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.
- 8.7** Bidder who has downloaded the RFE from the Central Public Procurement Portal (CPPP) website: <https://eprocure.gov.in/eprocure/app>, [www.kheloindia.gov.in](http://www.kheloindia.gov.in) and SAI website [www.sportauthorityofindia.nic.in](http://www.sportauthorityofindia.nic.in) shall not tamper/modify the RFE form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, RFE will be completely rejected and Bidder is liable to be banned from doing business with SAI.

## **9. BID VALIDITY**

- 9.1** The Bid shall remain valid for acceptance for a period of 90 days (Ninety Days) after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and will be rejected.
- 9.2** In exceptional cases, the Bidders may be requested by SAI to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid.
- 9.3** In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for SAI, the Bid validity shall automatically be extended up to the next working day.

## **10. SIGNING OF BID**

- 10.1** The Bidders shall submit their Bids as per the instructions contained in the RFE.
- 10.2** Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duly authorized to bind the Bidder to the contract and upload in PDF format.
- 10.3** The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting. The

letter of authorization shall be by a written Power of Attorney/Board Resolution, which shall also be furnished along with the Bid.

## **11. SUBMISSION OF BIDS**

- 11.1** Online bids have been invited and bidder should submit their bid as per instructions given for on-line submission in [Annexure VI](#) of the RFE.

## **12. BID OPENING**

- 12.1** SAI will open (online) the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.
- 12.2** In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for SAI, the Bids will be opened at the appointed time and place on the next working day.
- 12.3** Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them Letters of Authority from the corresponding Bidders acknowledgement letter of bid submission at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- 12.4** The Technical Bid are to be opened at the prescribed time and date as indicated in RFE Bid schedule. During the Technical Bid opening, the Bid opening official(s) will present the salient features and key aspects of the Bids, like brief description of the offered services and any other special features of the Bids, as deemed appropriate by the Bid opening official(s).
- 12.5** Late Bids: Bids received after the specified date and time of receipt of the Bid as mentioned in the Bid schedule mentioned in Clause 5 of the RFE shall not be considered.

## **13. BID EVALUATION**

### **13.1 Evaluation Methodology:**

- a) The bidders which are technically responsive as per [Clause 6: Minimum Eligibility Criteria](#) shall be qualified and will be empaneled for 3 years by SAI.
  - b) During the tenure of the empanelment, SAI shall asked for only Financial quotations from the empaneled agencies and method of selection will be L1 selection method.
- c) SAI may seek specific clarifications from any or all the Bidder(s) at any stage. All the clarifications received within the stipulated time shall be considered for evaluation. In case satisfactory clarifications are not received from the bidders within the stipulated time, the respective technical parameters would be treated as non-compliant and decision to qualify the bidder shall be accordingly taken by SAI.

## **15 QUALIFICATION CRITERIA**

- 15.1 Bids of the Bidders, who do not meet the required Qualification/Eligibility Criteria mentioned in clause 6 will be treated as non – responsive and will not be considered further.

## **16 COMPARISON OF BIDS AND AWARD CRITERIA**

- 16.1 For comparison & ranking purpose for evaluation, the comparison of the responsive Bids shall be carried out based on credentials submitted by the bidder as per Clause 6.
- 16.2 Bids shall be evaluated based on technical score obtained as per clause 14.

## **17 RESERVED RIGHTS**

- 17.1 SAI reserves the right to:
- a) Accept/reject any of the RFE clause in full or part without assigning any reason thereof.
  - b) Revise the requirement at a later stage as and when required.
  - c) Amend, modify, relax or waive any of the conditions stipulated in the RFE wherever deemed necessary.
- 17.2 No Liability clause:
- a) In the event of any false statement or misrepresentation being discovered or detected in the information furnished from the documents submitted by the Bidder, in response to this RFE, or at any later stage, or in the event of any contravention by the Bidder of any condition or criterion stipulated, SAI shall terminate or cancel the appointment/engagement of the Bidder, and nothing shall be payable or be paid by SAI to the Bidder as compensation/damages or penalty;
  - b) SAI will not be liable for any costs, damages or losses incurred by any Bidder participating in this RFE, if SAI decides to cancel the RFE process or for any reason whatsoever.
  - c) The Bidder shall be accountable for all expenses incurred in connection with participation in the RFE process, including but not limited to expenses incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of proposal or costs incurred for providing any additional information required by SAI to facilitate the evaluation process.
  - d) The submission of a response to this RFE by any Bidder confirms the Bidder's acceptance of all terms & conditions of this RFE including the amended terms & conditions (if any). Further, by doing so, the Bidder acknowledges that it has:
    - understood and examined the extent of the Rights, scope of Work and other information made available in writing by SAI, for the purpose of this RFE;
    - examined all information relevant to the risks, contingencies and other circumstances that could affect the RFE; and
    - satisfied itself as to the correctness and sufficiency of the RFE.

- Bidders or their representative or their agent to this RFE are prohibited to make any contact with any party/individuals employed by or directly associated with SAI or any of its government partners in relation to this RFE. Any clarifications and all information exchanges will exclusively take place via e-mail only. SAI will not entertain any queries beyond the scheduled date and time specified in the Bid schedule of the RFE.

## 18 PERFORMANCE BANK GUARANTEE

18.1 Once empaneled, the selected Bidder to whom the Purchase Order (PO) / Work Order (WO) is issued shall be required to give Performance Bank Guarantee (“**PBG**”) for the amount equivalent to 3% of the PO value in the following forms-

- Account Payee Demand Draft
- Fixed Deposit Receipt
- Banker’s cheque / Pay Order
- Bank Guarantee from any of the commercial banks.
- NEFT transfer to “SECRETARY, SAI”. Union Bank of India Account No: 108510011000101, IFSC No. UBIN0810851.(Bidder must upload challan/proof along with Bid in CPP Portal)
- Valid Insurance Surety Bonds
- e-Bank Guarantee

18.2 SAI shall have its right to invoke the PBG without assigning any reasons, if the selected Agency defaults or deemed to have defaulted or is in breach of any terms & conditions of contract or in the case of non-acceptance of the purchase orders or work order and empanelment will be cancelled.

18.3 Empaneled agencies must furnish the PBG within 14 days of issuance of PO by SAI. In the event of default in submission of PBG within the stipulated time, the Agency shall be liable for a penalty amounting to 0.1% (Zero Point One Percent) of the PO value per day delay. In addition to this, SAI shall have the right to cancel empanelment with the right to other legal remedies that may be available under law.

18.4 The PBG should remain valid for an additional period of 60 (Sixty) days beyond the timelines mentioned in the PO. For example, if the timelines mentioned to complete a deliverable in the PO is for 3 months, the PBG shall be valid till 3 months + 60 days from the date of project initiation.

18.5 In the event wherein a PO is released by SAI for project renewal or a fresh PO is released, the bidder shall ensure extension / submission of PBG within 14 days of issuance of the PO. Penalty as per clause 18.2 shall be applicable in the event of default in timely submission of PBG.

|          |                                                                                                                                                                                                                                                                                                                                |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Validity | Valid for the period of PO / extended PO <b>plus (+) 60 days.</b> <ul style="list-style-type: none"> <li>The PBG will be released (without any accrued interest) after the completion of all tasks(deliverables) as assigned in the PO subject to any costs, expenses, dues damages, penalty payable by the Agency.</li> </ul> |
|          | PBG will be immediately replenished in the event of invocation of PBG by SAI.                                                                                                                                                                                                                                                  |

## **19 AWARD OF WORK**

- 19.1 As mentioned earlier, RFP including the detailed scope of work will be given to all empaneled agencies for submission of financial proposal through CPP Portal for the same. The financial evaluation shall be done on the L1 selection method.

## **20 PENALTY CALCULATION PROCESS**

### **Time shall be essence of the contract.**

Any unjustified and unacceptable delay beyond the delivery period (where applicable) scheduled as per purchase/ Work order will render the Agency liable for penalty at the rate as mentioned in the following clauses.

- 20.1 The empaneled Agency shall obligate to accept SAI's work order without any excuses. The work order can be collected from SAI office or if convenient to the Agency, it can be provided to them through mail. The Agency shall start the work within days as may be specified in the work order.
- 20.2 SAI retain the authority to revoke the defaulting Agency's bank guarantees (including the ones submitted for other Work Orders) in the event of breach of obligations of the Empaneled Agency and/or termination of the Contract.
- 20.3 If at any time during performance of the work order, the Agency's encounter conditions impeding timely performance of the ordered services, the Agency shall promptly notify SAI in writing of the fact of the delay, its likely duration and its cause(s).

## **21 PAYMENT PROCESS**

- 21.1 Payment will be made in Indian Rupees only.
- 21.2 Payment will be made according to the payment schedule mentioned in the Work Order.
- 21.3 Payments shall be subject to deductions of any amount for which the Agency is liable as per the penalty clause of this RFE document. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the income- Tax Act, 1961 and any other taxes.
- 21.4 The 100% payment would be processed against Proof of satisfactory completion from the reporting office.

## **22 CORRUPT OR FRAUDULENT PRACTICES**

- 22.1 It is required by all concerned namely the Bidders/Successful Bidders etc. to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, SAI: -

- a) shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;
- b) shall declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by SAI if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices or gross/deliberate negligence in competing for, or in executing the contract.

- 22.2 "SAI reserves the right not to conclude the Contract and in case contract has been issued,

terminate the same, if found to be obtained by any misrepresentation, concealment and suppression of material facts by the Bidder. Furthermore, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and appropriate legal as well as administrative action shall be initiated for such misrepresentation, concealment & suppression of material facts.”

## **23 CONFIDENTIALITY**

- 23.1 The Bidder explicitly agrees and acknowledges the confidential nature of this RFE and the Bidder, by downloading the RFE document, agrees and undertakes to not to disclose any part of this RFE to anyone except their financial and legal advisors of such Bidder. If any Bidder misuse confidential information related to the Bid process, SAI reserves the exclusive right to reject their bid. The Bidder must ensure that their financial and legal advisors, as well as any other personnel or representatives, maintain strict confidentiality regarding the RFE and any information disclosed to them in connection with it.
- 23.2 The Bidder is strictly prohibited from waiving or disclosing any privileged information acquired from or on behalf of SAI. It is imperative for the Bidder to maintain the confidentiality of all privileged information indefinitely, even after the termination of their association with SAI. This requirement is also intended to prohibit the Bidder from using information obtained from or on behalf of SAI or its successors or assignees, including work product prepared at SAI's expense, for other clients of the Bidder without the prior written approval of SAI. The Bidder is not authorized to identify SAI as a client for the purposes of marketing or for advertising, without the prior written approval of SAI. Upon termination of the relationship, the Bidder is obligated to promptly return all information obtained from or on behalf of SAI or any copies thereof to SAI. The Bidder is not authorized to communicate with the public, including the press, about any matter in relation to its relationship with SAI without the prior written approval of SAI.
- 23.3 All information and documents that are furnished by the Bidder will be treated as strictly confidential by SAI and shall not be disclosed by SAI to any other party, or otherwise used by itself, other than (a) for evaluating the Bids submitted; or (b) as required by Applicable Law.

## **24 GENERAL TERMS AND CONDITIONS**

- 24.1 Any default or breach in discharging obligations under this RFE by the selected Agency while rendering services / supplies to SAI, shall invite all or any actions / sanctions, as the case maybe. The decision of SAI arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any Agency/empaneled bidder to put pressure of any kind, may disqualify the Agency/empaneled bidder for the present RFE and the Agency/empaneled bidder may also be liable to be debarred from bidding for SAI/SAI RFEs in future for a period of at least three years.
- 24.2 SAI reserves the right to modify and amend any of the stipulated condition/criterion given in this RFE, depending upon project priorities vis-à-vis urgent commitments. SAI also reserves the right to accept/reject a bid, to cancel/abort RFE process and/or reject all bids at any time prior to award of empanelment, without thereby incurring any liability to the affected agencies on the grounds of such action taken by SAI.
- 24.3 SAI may not award any work to the Empaneled Agencies at its own discretion without assigning any reason thereof.
- 24.4 Any default by the bidders in respect of RFE terms & conditions will lead to rejection of the

bid.

- 24.5 The decision of SAI arrived during the various stages of the evaluation of the bids is final & binding on all Agencies. Any representation towards these shall not be entertained by SAI. Reasons for rejecting a bid will be disclosed only when an enquiry is made by the concerned bidder.
- 24.6 In case the empaneled Agency / bidder is found in-breach of any condition(s) of RFE or supply order, at any stage during the course of project deployment period, the legal action as per rules/laws will be taken.
- 24.7 Any attempt by empaneled Agency / bidder to bring pressure towards SAI's decision making process, such Agencies shall be disqualified for participation in the present RFE and those Agency may be liable to be debarred from bidding for SAI tenders in future for a period of three years.
- 24.8 Printed/written conditions mentioned in the RFE bids submitted by Agencies will disqualify them and will not be binding on SAI.
- 24.9 Upon verification, evaluation/assessment, if in case any information furnished by the Agency is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- 24.10 SAI will not be responsible for any misinterpretation or wrong assumption by the Agency, while responding to this RFE.
- 24.11 Only those bidders, who satisfy the eligibility requirements and accept the terms and conditions of this RFE document, shall be short-listed for further evaluation.
- 24.12 SAI reserves the right to award similar contract/assignment to any other agency for any specific work other than the empaneled agencies without assigning any reason thereof.
- 24.13 This empanelment shall not confer any right to the empaneled agencies to claim the award of work during their term of empanelment.
- 24.14 Owing to the special requirement, SAI may issue separate tender/RFP rather than restricting to only Empaneled Agencies. The special requirement shall include, along with other reasons, unreasonable/inflated rates quoted by the Empaneled Agencies.
- 24.15 In case separate tenders/RFPs are floated by SAI, the Empaneled Agencies can also participate in the bidding process.
- 24.16 It is urged through this RFE that mis-representation of facts shall be dealt with seriously, and may lead to barring of the bidder from all Sports Authority of India tenders/RFPs for a period of 2 (two) years.
- 24.17 Bidders are requested to share information which is true and based some tangible proofs.
- 24.18 SAI reserves the right to de-empanel any agency from their respective category of empanelment if the agency fails to bid continuously for 3 times in the RFP floated in their respective category without any valid justification.
- 24.19 Agency to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice.

## **25 REPRESENTATIONS AND WARRANTIES**

- 25.1 SAI, along with its employees, representatives, advisers, make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFE or otherwise, including the accuracy, adequacy, correctness,

reliability or completeness of the RFE and any assessment, assumption, statement or information contained therein or deemed to form part of this RFE or arising in any way in this Selection Process.

- 25.2 SAI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFE.
- 25.3 The Bidder represents that all the information provided are accurate and complete, without any omission or concealment of any facts. In case, at any stage, it is found that any information given by the Bidder is false / incorrect / concealed, then SAI reserves the unrestricted authority to take appropriate action, including but not limited to disqualifying the Bidder from consideration for award of work or blacklisting etc. without incurring any liability to the affected bidder(s) on the ground of SAI/SAI/MYAS's action.
- 25.4 The Bidder asserts that no attempts have been made to influence the Bid comparison / evaluation / work award decision by way of overt / covert canvassing. Any such attempts shall lead to non-consideration or rejection of its Bid.

## **26 INDEMNIFICATIONS AND LIABILITIES**

- 26.1 The bidder shall be obligated to provide complete indemnification, safeguard, and shall legally defend MYAS/ SAI and its Officers/Employees/Agents/Stockholders/Affiliates from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs), whether or not involving a third-party claim including claims for infringement, which arise out of or relate to:
- a) Breach of any representation, whatsoever or warranty of the bidder contained in this RFE,
  - b) Breach or violation of any covenant or other obligation or duty etc. of the bidder under this RFE.
- 26.2 It is made clear that SAI shall not accept any liability of any nature whatsoever whether resulting out from negligence or otherwise caused arising from reliance of any Bidder upon the statements contained in this RFE.
- 26.3 SAI reserves its right to accept or reject any or all proposal(s) or to annul the RFE process into and reject all proposals at any point of time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder (s) on the ground of SAI action.
- 26.4 The Bidder shall bear all its costs & expenses associated with or relating to the preparation and submission of its Bids including but not limited to the preparation, copying, postage, delivery fees including all the expenses associated with any demonstrations or presentations which may be required by SAI or any other costs incurred in connection with or relating to its Bids. All such costs & expenses will remain with the Bidder and SAI shall not be liable in any manner whatsoever for the same or for any other costs & expenses incurred by the Bidder in preparation or submission of the Bids, regardless of the conduct or outcome of the Selection Process.
- 26.5 Each party to this RFE shall indemnify and keep indemnifying the other party, against all claims / damages for any infringement of all/any intellectual property rights by it of the other party.
- 26.6 The Successful Bidder shall indemnify and keep indemnifying the SAI against all claims/third party claims/damages etc. for any infringement of Intellectual Property Rights (IPR) while providing its services under the Project.

- 26.7 The Successful Bidder shall indemnify and keep indemnifying the SAI against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (the Successful Bidder's) employees or agents or by any third Party resulting from or by any action, omission or operation conducted by or on behalf of the Successful Bidder.
- 26.8 The Successful Bidder shall indemnify and keep indemnifying the SAI against and any claims by Employees in respect of wages, salaries, remuneration, compensation etc..
- 26.9 All claims regarding indemnity shall survive till the termination or after the expiry of the Contract.

## **27 TERMINATION**

### **27.1 Termination for Insolvency**

SAI may at any time terminate the Contract by giving written notice of one (01) month to the Successful Bidder if the Successful Bidder becomes bankrupt or otherwise insolvent. In such an event, termination shall be without compensation for the unperformed portion of the Contract; however, the Successful Bidder shall be entitled to payment for services duly performed up to the effective date of termination. This termination shall not prejudice or affect any right of action or remedy that has accrued or may accrue thereafter to SAI.

### **27.2 Termination for default**

- a) SAI, New Delhi, reserves the right to terminate the contract, in whole or in part, by issuing written notice to the Successful Bidder. This action may be taken without prejudice to any other contractual rights and remedies available to SAI at any given time. The termination may occur if the Successful Bidder does not meet the satisfaction of SAI in delivering any or all services or fails to fulfill any other contractual obligations within the specified time frame defined in the contract, or within any extensions granted by SAI, New Delhi. Unless otherwise instructed by SAI, New Delhi, the Successful Bidder shall continue to perform the contract to the extent not terminated.

### **27.3 Termination for convenience**

SAI, New Delhi may, in its sole discretion and for reasons of administrative exigency or public interest, terminate the Contract, in whole or in part, by serving a written notice to the Successful Bidder at any time during the term of the Contract. The notice shall specify the effective date and the extent of termination.

(a) The goods and services completed and accepted in accordance with the Contract shall be paid for at the Contract rates within **30 (thirty) days** of the effective date of termination.

(b) For any unexecuted portion, SAI may:

- (i) arrange to complete the remaining work at the same terms, conditions, and prices; and/or
- (ii) compensate the Successful Bidder for actual, reasonable, and verifiable costs incurred up to the date of termination, as mutually agreed in writing, provided no anticipatory profits shall be payable

## **28 FORCE MAJEURE**

- 28.1 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Successful bidder and not involving the Successful bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts done in sovereign or

contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. The Successful Bidder shall not be liable for imposition of any such sanction so long the delay and/or failure of the Successful Bidder in fulfilling its obligations under the contract is the result of an event of Force Majeure.

- 28.2 If a Force Majeure situation arises, the Successful Bidder shall promptly notify SAI, New Delhi in writing of such conditions and the cause thereof within 7 (seven) days of occurrence of such event. Unless otherwise directed by SAI, New Delhi in writing, the Successful Bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 28.3 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 (sixty) days, SAI may at its option terminate the contract without any financial repercussion on either side.
- 28.4 In case due to a Force Majeure event SAI, New Delhi is unable to fulfil its contractual commitment and responsibility, SAI, New Delhi will notify the Successful Bidder accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

## **29 DISPUTE SETTLEMENT MECHANISM**

- 29.1 Any disputes or disagreements arising from or in connection with this Contract, including its validity, interpretation, implementation, or any of its provisions, shall initially be resolved through bilateral discussions. Both SAI and the Successful Bidder shall endeavour in good faith to resolve the dispute amicably through direct negotiations within thirty (30) days from the date of written notice of such dispute. If the dispute cannot be resolved through mutual consultation within the period specified above, either party may, by written notice to the other, refer the matter to arbitration in accordance with the provisions of the **Arbitration and Conciliation Act, 1996**, and any statutory modification or re-enactment thereof. The arbitration shall be conducted by a **sole arbitrator** to be appointed by **mutual consent of both parties** within thirty (30) days of such notice. If the parties fail to agree on the arbitrator, the arbitrator shall be appointed in accordance with the provisions of the said Act by the **Delhi International Arbitration Centre (DIAC)** or any other institution designated by the High Court of Delhi.
- The arbitral award shall be final and binding on the parties and enforceable in Indian courts only. Venue of Arbitration: The sole Arbitrator shall have its seat at New Delhi.
- 29.2 The arbitration will be in English Language and at New Delhi.
- 29.3 Each party shall bear its own cost of preparing and presenting of their case. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the sole arbitrator.
- 29.4 The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of SAI's arbitration proceedings.
- 30** This Contract shall be governed by and construed in accordance with the laws of India, both substantive and procedural. The courts at New Delhi shall have exclusive jurisdiction over all matters arising out of or relating to this Contract and the arbitration proceedings

## **31 APPLICABLE LAW**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

## ANNEXURE 'I' | BID SUBMISSION FORM

To,

**Secretary, SAI**  
**Sports Authority of India HQ,**  
**JLN Stadium Complex, Entry Gate No 10, Lodhi Road, New Delhi - 110003**

**Sub: Empanelment of Chartered Accountant (CA) firms for Accounting/Taxation works**

Dear Sir,

1. With reference to the RFE dated \_\_\_\_\_ for the above captioned project, and clarification issued by SAI, New Delhi thereof, I \_\_\_\_\_, having examined all relevant documents and understood their contents, hereby submit our Proposal for Empanelment of Chartered Accountant (CA) firms for Accounting/Taxation works for **Sports Authority of India**. The proposals unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of empanelment as the Agency for the aforesaid Project.
4. I shall make available to SAI, New Delhi any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the SAI, New Delhi to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I agree to keep our Bid valid for acceptance for 90 (Ninety) days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
7. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
8. I certify that we fulfil the "Fit and Proper Person" criteria as mentioned in this RFE document.
9. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
10. If our Firm is selected, we commit to provide Event Management Services for SAI, New Delhi.
11. The undersigned is authorized to sign the documents being submitted through this RFP. (A

copy of Power of Attorney/Board Resolution is enclosed)

12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

I declare that:

- a. I have examined and have no reservations to the RFE Documents, including any Addendum issued by SAI, New Delhi;
- b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with SAI or any other public sector enterprise or any government, Central or State; and
- c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- d. None of our full-time Directors is engaged in providing services or is directly related to any employee of Sports Authority of India/ Ministry of Youth Affairs and Sports.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

### Power of Attorney (Sample)

Know all men by these presents, we,..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. /Ms.....son/daughter/wife and presently residing at ....., who is presently employed with us and holding the position of .....as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for Empanelment of Event Management Company in SAI, New Delhi, including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to SAI, New Delhi, representing us in all matters before SAI, New Delhi, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with SAI, New Delhi in all matters in connection with or relating to or arising out of our Proposal for said Project and/or upon award thereof to us till the entering into of the Agreement with SAI, New Delhi.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, .....THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20\*\*

For .....  
(Signature, name, designation and address)

Witnesses:

1.

2.

Notarized Accepted

.....  
(Signature, name, designation and address of the Attorney)

Notes:

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of INR 50 (fifty) and duly notarized by a notary public.*

## ANNEXURE 'II' | ELIGIBLE PROJECTS UNDERTAKEN BY THE BIDDER

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

|        |                                                              |  |
|--------|--------------------------------------------------------------|--|
| (i)    | Assignment Name                                              |  |
| (ii)   | Type of Event (International/ National)                      |  |
| (iii)  | Name, Contact No. & email of the Client Representative:      |  |
| (iv)   | Year in which Event took place                               |  |
| (v)    | Location of Event                                            |  |
| (vi)   | Contract Value                                               |  |
| (vii)  | Narrative Description of the Scope of work of the assignment |  |
| (viii) | Status of the assignment                                     |  |

### IMPORTANT:

1. Use separate sheet for each Eligible Project. Please mark each sheet as Annexure II(a), Annexure II(b), Annexure II(c)..... for each different project.
2. Please provide proof of eligible projects undertaken with a copy of Successful Completion Certificate attached from the client. In case Successful Completion Certificate is not available, Copy of work order/copy of agreement along with bank statement in respect of the same countersigned by CA must be submitted. The submitted testimonial MUST contain detailed description of work (Scope of Work and TOR) carried out by the Bidder.

**ANNEXURE 'III' | ANNUAL TURNOVER**

| S. NO. | FINANCIAL YEAR | ANNUAL TURNOVER (INR) |
|--------|----------------|-----------------------|
| 1.     | 2022-23        |                       |
| 2.     | 2023-24        |                       |
| 3.     | 2024-25        |                       |

**Certificate from the Statutory Auditor**

This is to certify that.....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last five years is Rs. .... (In words)

**Name of the audit firm:**  
**Seal of the audit firm**  
**Date:**

**Note: In case audited account statement are not available for 2024-25 then the above criteria for financial years 2021-22, 2022-23 & 2023-24 shall be considered for evaluation.**

(Signature, name and designation of the authorized signatory)

**Note:**

- In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant (CA) that ordinarily audits the annual accounts of the Applicant.

#### ANNEXURE 'IV' | TECHNICAL ABILITY

| YEAR | Project | Client | PROJECT COST (INR) |
|------|---------|--------|--------------------|
| 1.   |         |        |                    |
| 2.   |         |        |                    |
| 3.   |         |        |                    |
| 4.   |         |        |                    |
| 5.   |         |        |                    |

#### Certificate from the Statutory Auditor

This is to certify that ..... (name of the Applicant) has **undertaken and delivered** the above mentioned five Event Management Projects and received the payments shown above against the respective Projects on account of professional fees for Event Management Services.

**Name of the audit firm:**

**Seal of the audit firm**

**Date:**

(Signature, name and designation of the authorized signatory)

Note: Please ensure that highest grossing event in the last three years is included in above list.

In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

**ANNEXURE 'V' | Deleted**

## **ANNEXURE 'VI' | INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The Bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in//eprocure/app>.

### **2. REGISTRATION**

- (i). Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in//eprocure/app> ) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- (ii). As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- (iii). Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv). Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- (v). Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (vi). Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **3. SEARCHING FOR TENDER DOCUMENTS**

- (i). Various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (ii). Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii). The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

### **4. PREPARATION OF BIDS**

- (i). Bidder should take into account corrigendum/amendment/modification published on the tender document before submitting their bids.
- (ii). Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii). Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (iv). To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided the

bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **5. SUBMISSION OF BIDS**

- (i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The Bidder has to digitally sign and upload the required bid documents one by one as indicate in the tender document.
- (iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (iv) Bidder should prepare the Bid Security as per the instruction specified in the tender document. The original should be **posted/couriered/given** in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (v) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission on the bids by the bidders, opening of bids etc. The Bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.
- (ix) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **6. ASSISTANCE TO BIDDERS**

- (i) Any query relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (ii) Any query relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Contact number for the helpdesk is 1800 3072 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.

## **ANNEXURE 'VII' | SCOPE OF WORK**

### **(A) Tax Audit of SAI and to provide Form 10B**

### **(B) Certification of Quarterly/Annual Accounts of SAI**

To Examine Receipt & Payment, Income & Expenditure and Balance Sheet along with all Schedules and details with subsidiary records and following details may be verified/certified while submitting the report to Finance Division of SAI, Head Office, Delhi:

1. Details of Opening balance and Closing Balance under SAI scheme and each scheme of Sponsored/MYAS Schemes.
2. Details of opening of accrued liability, liability discharged during the year, liability accrued during the year.
3. Details of opening of accrued income, accrued income received during the year and income accrued during the year.
4. Details of opening of prepaid expenses prepaid during the year and discharged during the year.
5. Details of opening of prepaid receipts prepaid during the year and received during the year.
6. The accounts of GPF and GSLIC should be verified separately.
7. Depreciation charged should be verified as per rate provided for the relevant year in the Income Tax /Act Rules.
8. Calculation of accrued interest on Loans & Advances.
9. Details of Grant in Aid received by Regional Office duly matched with Head Office along with Remittances in Transit.
10. To verify the recovery and deposit of all statutory deductions such as TDS, GST, Professional Tax etc.
11. To verify the bank reconciliation statement of the centres.
12. Compilation of previous observations and incorporation for CAG/Internal Audit observation
13. Nature wise details of Long Terms Advances.
14. Date and Employee wise details of Advances paid to staff.
15. Date and Party wise details of Advance to Private Parties.
16. Items wise details of fixed Assets purchased during the year and upto the year.
17. Employee wise list for calculating the defined liability for Pension, Gratuity and Leave Encashment.
18. FDR wise details of opening of Investment, investment made during the year, investment matured during the year.
19. Agency wise details of Advance to Construction Agencies.
20. Work wise details of Construction Works during the year.
21. UCs received from the construction agencies.
22. Details of opening of Advance to adopted schools and their adjustment during the year.
23. Details of advance to adopted during the year.
24. All items wise and head wise details of the amounts shown in the Schedule of Amount Payable and Receivable.
25. All Items wise and head wise details of the amounts shown in the Schedule of Loans & Advances.
26. Party wise details of Security/Caution and Earnest Money.
27. Details of Remittances in Transit.
28. Details of GPF & GSLIS.
29. Details of LPC Received and Issued during the year.

30. Details of Advance to DGMT (ABSC) and also their adjustment.
31. Items wise details of LC's, LC's opened during the year, LC's adjusted during the year.
32. Items wise details of LC's Margin Money.
33. Provision for Interest on long terms advances to be calculated and shown in the accounts.
34. Physical verification of FDR report to be attached with the annual accounts.
35. Compilation sheet Annual Accounts where each STC/NCOE has been shown separately of Receipt & Payment, Income & Expenditure and Balance Sheet.
36. Broad Sheet of Long & short Terms Advances.
37. Closing Balance certificate issued by the Bank.
38. Details of recovery of NPS and their deposit.
39. Details of pending recovery/payments related to NPS.
40. Project wise/scheme wise details of fund released out of Khelo India, Block Grant, NSFs, NSDF etc.
41. Details of Statutory Records like Cash Book, Ledger, Journals, BRS, Various, Registers maintained by the Centres.
42. Detail Security Deposit Made.
43. Details of imprest.
44. All necessary correction pointed out by different audit party in the audit report has been carried out in the Annual Accounts.
45. Item wise details accrued liability pertaining MYAS/Sponsored/other Schemes.
46. Physical Verification Land & Building.
47. Physical verification of Equipments Library etc.
48. Notes on accounts and significant accounting policy should attach with the accounts.
49. Status of the Physical verification.
50. Details advance paid of MYAS/Sponsored Scheme/Federation their adjustment duly with accounts.

**(C) Actuarial Calculation**

- 1) To conduct Actuarial Valuation of defined liabilities like Gratuity, Pension and Leave Encashment of all the staff and coaches of SAI on rolls as on 31<sup>st</sup> March, 20XX
- 2) To conduct Actuarial Valuation of Pension of all the staff and coaches of SAI who have retired till 31<sup>st</sup> March, 20XX.
- 3) Detailed report duly signed and certified by Actuary, Member of Institute of Actuaries of India, stating the basis and assumptions for making the report.

**(D) Preparation and Compilation of Fixed Asset Register as per GFR****(E) Internal Audit of SAI**

An Internal Audit Party will conduct a general review of all the accounts records maintained by an office since the last inspection or in case of new units since the formation of that office, apart from the general review, it should also conduct a detailed check of accounts records of three months, which will include March & September. The extent and nature of checks will include the following: -

1. Detailed scrutiny of accounts records required to be maintained in the Units/Centre/Sub- Centre.
2. Verification of payment and accounting procedure followed by the DDO's to see in particular that the scopes of checks on various types of sanctions are adequate and that the proper procedure is followed in finalization of Pension Cases.
3. Verification of the extent and frequency of control and checks exercised by the Heads of various Units/Centers/Sub-Centers in order to locate any lacunae in procedures whereby frauds or defalcations may be possible either individually or in collusion. Where necessary, steps to remove such lacunae will be suggested.
4. Scrutiny of sanctioning and purchase procedures in the office inspected so as to ensure that they are free from all defects or lacunae
5. Checking of procedures in this regard to disposal of assets to ensure that there exists adequate scrapping/condemning procedure.
6. Scrutiny of general office management procedures adopted by the heads of Units/Centers/Sub-Centers, so as to suggest tightening up administrative and financial control, savings in expenditure or streamlining of accounting.
7. Audit Should be conducted at 100% vouching of the selected months and test checking for all other months & verification of service records, personal claims etc.
8. The Audit party should issue Audit Memos /Enquires during the Audit and collect the replies and should accommodate all the Memos and its replies as an Annexure in the Report given to Internal

Audit Cell.

9. All the Memos/observations should be discussed with/brought to the notice of the Head of the Centre concerned, from time to time/at the end of the day, but, before completion of the Audit.
10. Compliance of Audit paras of previous years is to be ensured.
11. All accounts records required to be maintained are maintained in the prescribed forms, and the accounts are compiled accurately and in correct manner.
12. Payments are made in accordance with the rules and orders governing them and the arithmetical calculations are correct.
13. Last claims of government servants are correctly paid and over payments if any, brought to the notice of concerned DDO for appropriate action
14. Recoveries/deductions made from the bills are in order.
15. Pay fixations are correct.
16. All payments and receipts are duly accounted for.
17. All transactions are accounted for under the correct heads of account and the classification is checked by the AD/SO/Assistant to the extent prescribed. No unauthorized head of account is operated.
18. Various broadsheets, objection books and calendar of returns are maintained properly, the broadsheets are closed regularly every month, and the differences between broadsheets and ledger figures analyses and steps taken to clear them expeditiously.
19. The balances outstanding under various debt, deposit, suspense and remittance heads are reviewed at periodical intervals and steps taken to clear the same as expeditiously as possible.
20. Interest wherever required has been correctly calculated and accounted for.
21. GPF accounts are maintained properly and agreed by maintaining the prescribed broadsheets, no missing debts/credits and unspotted items are kept outstanding for unduly long periods and the annual accounts are closed and statement of accounts issued by the due dates.
22. Foreign Service contributions, wherever necessary are recovered correctly.
23. Loans and advances and grants-in-aid are correctly paid and over payments, if any, brought to the notice of concerned DDO for appropriate action
24. Bank reconciliation is done regularly and discrepancies if any pointed out promptly and rectified. There is no undue delay in finalization of pension cases.
25. The instructions for maintenance of Cash Book, Stock & Store Accounts, Log Book, Sanction Register, Expenditure Control Register and other accounts records are duly observed.
26. Account Payee cheques (issued in favour of SAI employees and third parties being payable only

- to concerned payee) are entered in Cash-book and delivered after proper acknowledgement.
27. Purchases are made as per rules and orders governing them where lowest quotations are not accepted, the reasons thereof are recorded.
  28. All sub vouchers have been properly cancelled.
  29. Monthly/Annual Accounts received from various Training Centers are properly examined in Regional Offices and properly compiled.
  30. Audited Accounts/Utilization certificate received from adopted schools/ STCs/ NCOEs/ ABSC's/ NSTCs, etc. are properly scrutinized and expenditure properly accounted for.
  31. The expenditure under the various scheme does not exceed the laid down norms/scales.
  32. That the demands are raised promptly in the manner required by Law and that no amount due to SAI is left outstanding in its books without sufficient reasons.
  33. That the collections and refunds are accounted for regularly and properly under the appropriate heads of accounts.
  34. That proper safeguard exists to ensure that there is no willful omission or negligence to levy or collect revenue receipts.
  35. Those double refunds, fraudulent or forged refund orders or other losses of revenue through fraud default or mistake are promptly brought to light and investigated.
  36. That all receipts collected by Stadia/Unit/Centre/Sub-Centre are promptly remitted to Bank or DDO as the case may be and the receipt as per their records is reconciled with those booked in Monthly/Annual Accounts.
  37. The months which are to be verified at 100% vouching are March & September.
  38. All the transactions involving the payment exceeds Rs. 50,000/- are to be Audited at 100 % .
  39. Audit team should exercise audit on all services matters like fixation of pension with release of pensionary benefits on superannuation or otherwise as per Pension Rules, Pay Fixation on promotion as per Pay Rules, Grant of MACP, TA/DA claims as per TA/ DA Rules etc.

**DRAFTING AND PROCEDURE FOR SUBMISSION OF INSPECTION REPORT REQUIRED AT EACH REGIONAL CENTRE:**

The inspection report should be couched in polite language. Offensive or strong words, sarcastic language etc., should not be figure in the report. No suppositions or allegations should be included in the report. Only facts should be mentioned, and inevitable conclusions drawn. There should be no reference to responsibility being fixed for any irregularity.

The report should be submitted in 2 two parts. Viz. The Part – I consists the observations of serious in nature /frauds/lapse/losses/diversions of funds/ exceeding the delegation of powers/ violation of rules in purchases, reimbursement of personal claims/contingent payments/ overpayments/non-adherence of the recoveries suggested by the AG/DGACE/ wrong booking of exp. etc.

## **F) Preparation and Compilation of Accounts**

**Preparation of Accounts and subsidiary records on Quarterly & Annual basis in respect of SAI, Head Quarter, New Delhi.**

1. Feeding of Data on weekly basis on Tally accounting software and submission of report/R&P. Preparation of Accounts on monthly basis of Cash Book and relevant records/ Voucher/Data Entry slip/Tally Data etc. at the concerned DDOs. The certified copy of each annual account i.e., Receipt & Payment, Income & Expenditure and Balance sheet along with all schedules and details, subsidiary records submitted by various DDOs should be merged with the annual accounts of SAI HO, New Delhi.
2. The certified copy of consolidated ledger of all concerned DDOs will also be submitted along with the consolidated annual accounts.
3. The consolidated Annual Accounts of GPF, GSLIS and NPS will be enclosed separately with the consolidated annual accounts of SAI.
4. The Annual Accounts should be prepared strictly in the prescribed format issued by the Ministry of Finance for Central Autonomous bodies.
5. Depreciation should be calculated and charged in accounts as per rate provided for the relevant year in the Income Tax Act / Rules in the accounts and shown accordingly in the accounts.
6. All the transactions involving fraction of a rupee shall be brought to account by rounding off to the nearest rupee.
7. Calculation of accrued interest on FDRs and Loans & Advances and shown it in concerned Annual Accounts.
8. Conduct of Physical Verification of FDR duly reconciled with the accounts and a certification to this effect should be submitted with the accounts.
9. Any other details as required under Uniform format of accounts for Central Autonomous bodies as approved by Ministry of Finance, Govt. of India.
10. Significant Accounts Policy and Notes on Accounts.

**Compilation of Quarterly & Annual Accounts of Regional Centers/DDOs/Units of SAI- The following details/record should also be verified and submitted along with the individual/compiled account:**

1. Details of Opening balance and Closing Balance under SAI Block Grant Scheme and other Sponsored/MYAS Schemes/Other Schemes.
2. Details of opening of accrued liability, liability discharged during the year, liability accrued during the year.
3. Details of opening of accrued income, accrued income received during the year and income accrued during the year

4. Details of opening of prepaid expenses, prepaid during the year and discharged during the year.
5. Details of opening of prepaid receipts, prepaid during the year and received during the year.
6. Details of Grant in Aid received by Regional Office duly matched with Head Office along with Remittances in Transit.
7. Employee wise details of Advances paid to staff.
8. Party wise details of Advance to Private Parties.
9. Items wise details of fixed Assets purchased during the year and up to the year.
10. Employee wise list for calculating the defined liability for Pension, Gratuity and Leave Encashment.
11. FDR wise details of opening of Investment, investment made during the year, investment matured during the year.
12. Agency wise details of Advance to Construction Agencies.
13. Work wise details of Construction Works.
14. Monthly Bank Reconciliation Statement of each bank.
15. Monthly/Annual statement of STC/NCOE etc. duly checked by the Centers.
16. Details of opening of Advance to adopted schools and their adjustment during the year.
17. Details of advance to adopted schools during the year.
18. All items wise and head wise details of the amounts shown in the Schedule of Amount Payable and Receivable.
19. All Items wise and head wise details of the amounts shown in the Schedule of Loans & Advances.
20. Party wise details of Security/Caution and Earnest Money.
21. Nature wise details of Long Terms Advances.
22. Details of GPF & GSLIS.
23. Details of LPC Received and Issued during the year.
24. Details of Advance to DGMT (ABSC) and also their adjustment.
25. Items wise details of LC's, LCs opened during the year, LCs adjusted during the year.
26. Items wise details of LC's Margin Money.
27. Provision for Interest on long terms advances to be calculated and shown in the accounts.
28. Physical verification of FDR report to be attached with the annual accounts.

29. Compilation sheet Annual Accounts where each STC/NCOE etc. has been shown separately of Receipt & Payment, Income & Expenditure and Balance Sheet.
30. Broad Sheet of Long & short Terms Advances.
31. Closing Balance certificate issued by the Bank.
32. Details of recovery of NPS and their deposit.
33. Details of pending recovery/payments related to NPS
34. Project wise/scheme wise details of fund released out of Khelo India, Plan, NSFs, FIFA NSDF etc.
35. Details of Statutory Records like Cash Book, Ledger, Journals, BRS, Various, Registers maintained by the Centers.
36. Detail of Security Deposit received and paid.
37. Details of Imprest Money Account.
38. Certificate that all necessary correction pointed out by different audit party in their audit report has been carried out in the Annual Accounts.
39. Item wise details of accrued liability pertaining to Block Grant/Sponsored/other Schemes.
40. Physical Verification of Land & Building.
41. Physical verification of Equipment's, Library etc.
42. Assurance memo for Banks along with copy of BRS and Bank Certificate should be enclosed with the accounts.
43. Assurance memo for Investment along with copy of FDR.
44. Notes on accounts and significant accounting policy should attached with the accounts.
45. Status of the Physical verification.
46. Details of Statutory dues like GST, Professional fees, TDS etc. deducted and deposited during the year. Certificate may also be enclosed that the return was filed as per Income Tax rules and no surcharge/penalty has been paid by the Centre.
47. Details of advances paid of Sponsored Scheme/Block Grant/Federation and their adjustments.
48. Verify that necessary Registers have been maintained at Centers.
49. Verify that all Register/documents/Cash Book/Ledger/Journal and other related records are maintained at the Centre as per GFR.
50. Certify that annual accounts submitted, are complete in all respects. All the transaction/bank Centers / units or impacting assets/ liabilities (including contingent)/receipt/income / payment/expenses has been appropriately accounted/ disclosed.

**List of Regional Centers/DDOs/Units:**

|   |                                                                                                        |
|---|--------------------------------------------------------------------------------------------------------|
| 1 | SAI Head Quarter, New Delhi<br>Finance Division<br>GPF<br>GSLIS<br>CWG Cell<br>DDO (HO)<br>DDO (TEAMS) |
|---|--------------------------------------------------------------------------------------------------------|

|    |                                                  |
|----|--------------------------------------------------|
|    | DDO (TOPS)<br>DDO (Khelo India)                  |
| 2  | Southern Centre, Bangalore                       |
| 3  | LNCPE, Thiruvanthapuram (General & GPF Accounts) |
| 4  | NSEC, Kolkata                                    |
| 5  | Northern Centre, Sonapat                         |
| 6  | SAI Centre, Chandigarh                           |
| 7  | NS NIS Patiala (General & GPF Accounts)          |
| 8  | Central Centre, Bhopal, M.P                      |
| 9  | SAI Centre, Lucknow                              |
| 10 | Western Centre, Gandhinagar                      |
| 11 | SAI RC, Mumbai                                   |
| 12 | Northern East Regional Centre Guwahati           |
| 13 | Northern East Regional Centre Imphal             |

**Note:** 1. CA/Staff of CA Firm who have prepared/compiled the accounts, must be present during the entire period of Certification Audit on full time basis (approx. 1 month) for providing clarification/Assistance to the Audit Team.

2. CA will liaison with the CA's of RC for the any queries related to accounts and compliance of Audit paras into RC accounts.

## **G) Retainership Work**

### **(i) For Income Tax and TDS on monthly basis**

1. Preparation and filing of applications/appeals in concerned Income Tax Authorities. Required information should be collected personally and complied from the files and appeal should be prepared.
2. Pleading the cases in the Income Tax Department, CIT (Appeal) & ITAT etc. Firm should prepare all the relevant documents, as required, on extract the information from the files personally and file the appeals, attend the hearings at no extra cost for hiring of Consultants/Legal Experts if any.
3. Preparation and filing of papers required for obtaining exemptions from tax department and filing of revised return as and when required.
4. Compilation & Reconciliation of relevant data in requisite formats for settlement of old TDS, Income Tax cases pending in Income Tax Department.
5. Consultancy/advice and opinion in all tax related matters required by SAI from time to time. The firm will collect the relevant documents from SAI through its representatives as and when required.
6. The status report of the different cases to be submitted to this office on same day by E- Mail followed by formal communication.
7. Preparation and compilation of information and filing of TDS return quarterly and other related work at Head Office including issue of form 16, 16 A and submission of form 24 Q and 26 Q in respect of contractors, Professionals and Staff.

8. Preparation and compilation of information for & issue of 15 CB & Form CA for remittances of Salary/remuneration of Foreign Coaches and other related remittances events and liaison with different authorities for the work.

9. Compilation and feeding of data relating to Tax details of salary of employees, payment to professional, payment to contractors for all quarters in E-TDS software. The data may be compiled either through Softcopy or hard copy. On the basis of data provided by the SAI, CA shall have to convert the same as per requirement for submission of Income Tax, TDs Return.

10. Revise the return if any for correction in E-TDS return related to wrong Pan No, wrong TDS. wrong gross amount, Name etc.

11. Calculation of Income Tax for all type of stakeholders including Foreign Coaches.

12. Firm should ensure the accuracy in Data/Documents provided by this office while feeding the column of the Income Tax, TDS Return and also ensure that the documents are correct in accordance with the requirement of the case and original order/documents/challan /acknowledge etc will be submitted to this office immediately after receipts of documents from the concerned authorities.

13. Any other works pertains to GST/TDS on GST etc.

**(ii) For GST and TDS on GST on monthly basis**

1. GST data should be collected and compiled personally from the Payment and Receipts Files/Vouchers of Finance Division for the calculation of GST collected.

2. GST data should be collected and compiled personally from the Payment and Receipts Files/Vouchers of DDOs for the calculation of Input Credit.

3. Analysis of data compiled from Finance Division and DDOs as per GST rules.

4. Calculation of reverse charges mechanisms (RCM) tax which is payable on inward supplies from registered suppliers.

5. Calculation of tax to be deposited to GST Authority including TDS on GST.

6. Ascertainment of codes under which tax has to be deposited and ITC to be claimed.

7. Raising/Creation of Challan for deposit of tax through online.

8. Filling of all the relevant GST Returns/Revised Return (Monthly/Quarterly/Half Annually/Annually as the case may be) including TDS on GST on need basis.

9. Follow up and reply of all the notices received physically/online from GST Authority and reply submitted thereon.

10. Settlement of all the differences in the return filed by CA with that of GST Department.

11. Any other works pertains to GST/TDS on GST etc.

**H) Any other work related to Finance & Accounts**

**ANNEXURE 'XVIII' | - Format for Self Declaration regarding Restriction under Rule 144 (XI) of GFR 2017 (Land Border Sharing) (to be printed in letter head)**

**DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM**

I, the undersigned, \_\_\_\_\_ (full names), do hereby declare, in my capacity as \_\_\_\_\_ of M/s \_\_\_\_\_ (name of bidder entity), that:

1) I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 office memorandum (OM) No. F.18/37/2020-PPD Dt:08.02.2021, OM NO. F.12/1/2021-PPD (Pt) dated 02.03.2021 and OM No. F.7/10/2021-PPD dated 08.06.2021 and OM No.F.7/10/2021-PPD dated

23.02.2023 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order.

2) I certify that M/s \_\_\_\_\_ (name of bidder entity) is not from such a country or, is from such a country (strike out whichever is not applicable), has been registered with the Competent Authority. I hereby certify that this SUPPLIER fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority is attached]

3) I understand that the submission of incorrect data and / or if certificate / declaration given by M/s

\_\_\_\_\_ (name of bidder entity) is found to be false, this would be a ground for debarment and further legal action in accordance with law as per Clause 18 of Procurement Policy Division OM No.F.7/10/2021-PPD dated 23.02.2023.

**AUTHORISED SIGNATURE: DATE: \_\_\_\_\_ Seal / Stamp of Bidder**

**ANNEXURE 'IX' | - Format for Undertaking towards not being Blacklisted**

I,\_\_\_\_Authorized                      Signatory              of              M/s\_\_\_\_\_hereby  
give undertaking that we, as a company are not black-listed by any  
Government              Department/Regulatory              body/CPSU/              PSU  
Banks/Autonomous Bodies/Statutory Bodies/ or any entity controlled by  
them under any Central/ State Govt/ PSU act/ rule or by National/  
International financial institutions as on bid submission end date.

Further, if information furnished above stands false at any stage, we shall  
be completely liable for actions taken by SAI as per terms & conditions  
of the tender including disqualification and exclusion from future  
contracts/assignments.

**(Signature of Authorized Signatory) Name:**

**Designation: Seal:**

**ANNEXURE 'X' | - Format for MII declaration (to be printed in letter head)**

Self-Certification under preference to Make in India order Certificate

1. In line with Government Public Procurement Order No. P-45021/2017-PP (BE-II) dated 04.06.2020 and its amendments, we hereby certify that we M/s\_\_\_\_\_are local suppliers and the offered item having local content of \_\_\_\_\_% ( excluding Net Domestic Indirect Taxes, Transportation, Insurance, Installation, Commissioning, Training and after sales service support like AMC/CMC etc.) as defined in above orders for the material against Tender/Bid No.\_\_\_\_\_  
Dated \_\_\_\_\_
2. Details of location at which local value addition will be made as follows:  
\_\_\_\_\_

3. We also understand, false declaration will be breach of the code of integrity under the rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per rule 151 (iii) of the General Financial Rules along with such other actions as maybe permissible under law.

**Thanking You**

\_\_\_\_\_  
**(Signature, name and designation of the authorized signatory) (Name and seal of the Bidder)**