



भारतीय खेल प्राधिकरण
SPORTS AUTHORITY OF INDIA

**SPORTS AUTHORITY OF INDIA
(PERSONNEL DIVISION)
HEAD OFFICE BUILDING, EAST GATE-10,
JAWAHARLAL NEHRU STADIUM COMPLEX
LODHI ROAD, NEW DELHI-110003**

F.NO.SAI/Pers/EOI- Consultant (Finance)

Date: 16.01.2023

EXPRESSION OF INTEREST OF EMPANELMENT OF CONSULTANT (FINANCE)

The Sports Authority of India, an Autonomous body under Ministry of Youth Affairs & Sports, Government of India and a Registered Society under the Societies Registration Act, 1860 proposes to invite applications for an empanelment of Consultant (Finance) for the Head Office at New Delhi for following matters:-

- i. Tender Examination: EOI/Tender Document is to be examined.
- ii. Cost estimation: Emphasis will be on the steps being followed for proper cost estimation and whether due diligence have been applied in order to arrive at the estimated price.
- iii. Tender finalization: Consultant (Finance) should clearly check that the procurement process has been followed properly before arriving at the stage of tender finalization.
- iv. Issue of work order: it has to be ensured that the work order being issued has been properly drafted and incorporates all the requirements of GFR including performance security, warranty and AMC etc. as applicable.
- v. Consultation on various files.
- vi. Attending Physical/Online Meeting.
- vii. Any other Miscellaneous matters.

Interested Consultant (Finance) fulfilling the requirements are invited to submit their application for empanelment as per Annexure A and Annexure B.

I. ELIGIBILITY CRITERIA:

- i. The individual should be having an experience of at least five years in the field of finance & account / audit in any Central Government Organization such as the Union/State Ministry / Attached or subordinate office / Autonomous body /PSUs/Statutory Body. In addition, the individual should also be aware of the procurement guidelines i.e., Manual for Procurement of Goods, Services and Works and GFR 2017 issued by the Government of India.
- ii. Consultant (Finance) should be based in Delhi-NCR.

II. TENURE:

1. The initial tenure of empanelment of the Consultant will be for two (02)years
2. The empanelment may be extended by another one year on mutual consent; however, it's purely based on performance review.

III. RIGHTS OF SAI

The SAI reserves the right to:

1. Cancel this notice at any stage of the process without assigning any reason thereof and no claim/dispute in this regard shall be entertained;
2. To reject any / all applications without assigning any reason thereof;
3. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of SAI without assigning any reasons thereof;

IV. TERMS AND CONDITIONS RELATING TO FEE:

- i. Fee for examination of files / Consultation is Rs. 2000/- per case
- ii. Fee for to attend offline/online meetings is Rs. 4000/- .
- iii. All payments will be made in INR
- iv. No interest shall be paid for any delayed payment.
- v. Consultant (Finance) should submit the bill by the 28th of every month.

V. GENERAL TERMS & CONDITIONS

1. The empanelment of the Consultant (Finance) shall be the sole discretion of the Sports Authority of India. No person(s) will have any claim for being empanelled. SAI reserves the right to empanel more than one Consultant (Finance) and assigned them job(s) as per the requirement which is solely its discretion.
2. If there are a large number of applications received, then suitable criteria will be adopted for short listing the Consultant (Finance) and the panel shall be created based on the personnel interview which will be subsequently scheduled for shortlisted candidates.
3. Consultant (Finance) mere submission of application and fulfilling of Eligibility Criteria does not entitle empanelment nor any claim to this effect can be made.
4. The Consultant (Finance) shall visit the office of SAI as and when required for discussion on any subject matter.
5. Quick response in cases of emergency is expected by the empaneled Consultant (Finance) even though the situation may arise on holidays/ non-working days.
6. SAI, may at any time, at its discretion withdraw any case without assigning any clarification from the Consultant (Finance). In such situation, the empaneled Consultant (Finance) will be required to handover the case papers and provide such other assistance as may be required.
7. The Consultant (Finance) will not use SAI's name/logo/ Symbol on its letter Head/ Signboard/Nameplate etc.
8. The empaneled Consultant (s) (Finance) shall maintain absolute secrecy and confidentiality about the cases of SAI entrusted to them.
9. SAI reserves the right to verify /cross check the information furnished/submitted by the Applicants.
10. In case of any misconduct, SAI will take appropriate action against empaneled Consultant (Finance) which includes filing complaint at appropriate level and may also lead to De-empanelment.



11. The applicant should furnish an undertaking to the effect that the he/ she has not been debarred in India or abroad or by any Government Department or Private Organization in the Format as placed at **Annexure B**.
12. Consultant (Finance) should abide by the secrecy clause.
13. The empaneled Consultant (Finance) will be obliged to share their complete communication details including land numbers, mobiles, email addresses etc. for proper coordination.
14. **Indemnity:-**The empaneled Consultant (Finance) will indemnify against all financial obligations of its professionals deployed for SAI's work.
15. The empanelment of the Consultant (Finance) is liable to be cancelled due to occurring of any or more of the following conditions / situations:
 - a. Giving false information in the application for empanelment;
 - b. Handing over the brief/matter to any other Consultant (Finance) without prior written permission of the SAI;
 - c. Not acting as per instructions of SAI or going against specific instructions;
 - d. Threatening, intimidating or abusing any of the employees, officer(s) or representatives of SAI;
 - e. Passing information relating to SAI's case to any third party likely to harm the interest of SAI except the information as permitted under the law;
16. The empaneled Consultant (Finance) is free to undertake private practice which does not interfere with or is not in conflict (direct or indirect) with efficient discharge of its responsibility as an empanel Consultant (Finance) for SAI.
17. Eligible Consultant (s) (Finance) who are located at Delhi-NCR and interested to work with SAI are requested to submit their detailed biodata along with all relevant documents, Government Empanelment letter/ Certificate, Experience Certificate(s) & achievements with all supporting self-attested documents on or before 06th February, 2023 (06.02.2023), 11:00 AM in the format enclosed at **Annexure A & B**.
18. The application should be sent in the sealed cover super scribing on the envelope '*Application for empanelment of Consultant (Finance) in SAI*' to the Dy. Director (Personnel) located at Room No. 210 2nd Floor, Sports Authority of India, SAI Head Office Building, J.N. Stadium Complex, East Gate No. 10, Lodhi Road, New Delhi-110003.
19. The applicants can also apply through email; however, it has to be ensured that the application is duly accompanied by all documents duly scanned and attached with the mail. The reference of the attached document should be mentioned in the email body. The Application should be duly signed prior to scanning and attached with the email. The total number of pages and its content should be clearly mentioned in the email body. The application should be sent at this email only. email: **sai.persdiv.recruitment@gmail.com**
20. The application received after the cut-off date and time will not be considered /entertained.
21. While this document has been prepared in good faith, SAI shall have no responsibility or liability whatsoever in respect of any statements or omissions therein.

C. Dhandapani
Dy. Director (Rectt.)

उपाधि चोकरकेअन/DHANDAPANI/Deputy Director
उप निदेशक / Deputy Director
जवाहरलाल नेहरू स्टेडियम कॉम्प्लेक्स (पूर्व द्वार)
waharjal Nehru Stadium Complex (East Gate)
रोड, नई दिल्ली-3 / Lodhi Road, New Delhi-3

ANNEXURE-A

EMPANELMENT OF CONSULTANT (FINANCE) IN SAI

1.	Name:	
2.	Permanent Address	
3.	Address for Correspondence	
4.	Land No.(off)	
5.	Land No.(Res)	
6.	Mobile (s)	
7.	E-mail	
8.	Permanent Address with Tel. No.	
9.	PAN Card No.	
10.	Aadhar Card No.	
11.	Educational Qualification(Complete details)	
12.	Area of Experience / Practice	
13.	Field of Specialization	
14.	Government empanelment Service (Detail the grade)	
15.	Any other achievement worth a mention	
16.	Any other information sought in the scope of work	

Undertaking

- i) I also undertake to maintain absolute secrecy about the cases of the SAI required under the Act, Rules and Regulations there under.
- ii) I agree with the Fee Schedule notified by SAI.

Signature of Candidate
Address (Office & Residence)

DECLARATION

I declare that I have never been debarred in India or abroad or by any Government Department or Private Organization. I also undertake to maintain absolute secrecy about the cases of the SAI.

Signature of the candidate

Date & Place

Address (office)

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Tel.No.....

MobileNo.....

E-mail