

**Sports Authority of India
(New Delhi)**

LIMITED TENDER ENQUIRY

For

Selection of Agency among CA firms empanelled with CAG under Delhi for following services :

1. Conduct of Tax Audit, certification of accounts, issue of form 10B & filing of Tax Audit Report and filing of Income Tax return for the year 2020-21 for Sports Authority of India, Head office, New Delhi.
2. Retainer ship for all matters pertaining to Income Tax, GST etc. and advice on various matters

Receipt of Bids:	The bids from the bidder should be in English and should consist of the documents stated below in Clause 11 and are to be submitted in password protected compressed folders at dirfin-sai@gov.in .
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Pre – Bid Meeting	15.11.2021 at 11:00 AM in SAI Building, Conference Hall, 1 st Floor, Gate No. 10, JN Stadium, Lodhi road, New Delhi- 03.
Closing date & time for receipt of Bid	03:00 PM on 18th November, 2021
Time and date of opening of Bid	05:00 PM on 18th November, 2021

Location: New Delhi

Reference No: 2(4)/SAI/B&F/Accounts - Tax Audit and Retainership.

Date: _____

Issued by:

Sports Authority of India

1st Floor Sports Authority of India HQ, JLN Stadium Complex,

Entry Gate No. 10, Lodhi Road, New Delhi-110003

Website: <http://sportsauthorityofindia.nic.in/>

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Sports Authority of India (New Delhi)

1. INVITATION FOR BID (IFB)

- i) Sports Authority of India, MYAS, GOI invites online Bids, from CA firms empanelled with CAG under Delhi for the following service.

Brief Scope of work	Bid Declaration
1. Conduct of Tax Audit, Certification of Accounts, Issue of form 10B & filing of Tax Audit Report and filing of Income Tax return for the year 2020-21 for SAI, Head office New Delhi. As detailed as Annexure –VII 2. Retainer ship for all matters pertaining to Income Tax, GST etc. and advice on various matters	EMD has been replaced with Bid Securing declaration as per Ministry of Finance, Department of Expenditure O.M. dated 12th November, 2020.

- ii) In the event of any of the above-mentioned dates being declared as a holiday / closed day for the purchase organisation, the Bids will be sold/received/opened on the next working day at the appointed time.
- iii) The Bidding Documents are not transferable.
- iv) The bids are required to upload along with the technical bid, a duly signed & sealed copy of Bid security declaration.
- v) **Password Protected (Different password for both the bids) for Technical and Financial bid separately has to be submitted through e-mail (dirfin-sai@gov.in) as per the Bid Schedule. Passwords will be asked separately for Technical and Financial bid at the time opening of the bids.**

Director (Finance)

To, S. N.	Name of the firms	Details of Firms
1	GHOSH KHANNA & CO LLP	gkc@gkcindia.com aghosh.gkc@gmail.com
2	H K CHAUDHRY & CO	hkcdelhi@yahoo.co.in hkcdelhi@gmail.com
3	K P M R & ASSOCIATES	kpmr.ca@gmail.com kamalfaruqui@hotmail.com
4	KUMAR CHOPRA & ASSOCIATES	kca@kcaconsultancy.com kca_delhi@yahoo.co.in
5	M D GUJRATI & CO	mdg@mdgco.in mdg_ca2002@yahoo.com
6	M K AGGARWAL & CO	atul@mkac.in atulkmac@gmail.com
7	P D AGRAWAL & CO	pdco1950@gmail.com

		ashishapoorva@hotmail.com
8	S N NANDA & CO	snnco@snnco.net gaurav_nanda@gedaone.com
9	S R DINODIA & CO LLP	srdinodia@srdinodia.com pallavidinodia@hotmail.com
10	U C C & ASSOCIATES LLP	umesh.goyal@uccglobal.in sunita.umesh@gmail.com

2. INSTRUCTION TO THE BIDDERS

2.1 Bid has to be prepared and submitted through e-mail ONLY.

2.2 Bidders are advised to visit the Finance Division, SAI for understanding the details of job work.

2.3 RFP will not be sold/ issued manually from SAI.

2. BID SCHEDULE

1	Name of the Bid	i) Conduct of Tax Audit, Certification of Accounts & Issue of form 10B for the year 2020-21 for SAI, Head office New Delhi. ii) Retainer ship for all matters pertaining to Income Tax, GST etc. and advice on various matters.
2	Method of selection	Limited tender Enquiry through Two Bid System
3	Earnest Money Deposit (EMD)	Declaration as per Annexure - II
4	Performance Security	3% of the Original Contract value
5	Financial Bid to be submitted together with Technical Bid with password protected separately for both the bids.	Yes
6	Name of the SAI's official for addressing queries and clarifications	To, The Director (Finance) JN Stadium Complex, Lodhi Road, New Delhi –110003 Email: dirfin-sai@gov.in Website: http://sportsauthorityofindia.nic.in/
7	Bid Validity Period	45 days

8	Bid Language	English
9	Bid Currency	INR
10	Consortium	Not Allowed
11	Sub-contracting	Not Allowed
12	Joint Venture	Not Allowed
13	Schedule of Bidding Process	
	Task	Key Dates
	Pre – Bid Meeting	15.11.2021 at 11:00 AM in SAI Building, Conference Hall, 1st Floor, Gate No. 10, JN Stadium, Lodhi road, New Delhi- 03.
	Bid upload date	11.11.2021
	Last date of receiving queries	15.11.2021 by 11.00 AM
	Bid Due Date	18.11.2021 by 3.00 PM
	Opening of Technical Bids	18.11.2021 by 5.00 PM
	Opening of Financial Bid	To be communicated later

4. ELIGIBILITY CRITERIA

Bids of the Bidders, who do not meet the required Qualification/Eligibility Criteria mentioned in this RFP shall be treated as non – responsive and will not be considered further.

S. No.	Pre-Qualification Criteria	Supporting Document
A.	Legal Status	
i	The bidder should be a legal entity registered under the relevant statute for the last 10 years as on 31.10.2021.	Copy of 'Certificate of Incorporation' or Registration Certificate duly attested by authorized signatory.
ii	The Bidder must be empanelled with CAG under Delhi.	Copy of Certificate
iii	The bidder must enclose PAN card details and GST	Self attested Copies of

	registration details.	documents, duly attested by authorized signatory.
iv	“The bidders are required to disclose any previous transgressions made in respect of Code of Integrity with any entity in any country during the last three years as on 31.10.2021 or of being debarred by any other procuring entity”.	Undertaking signed by the authorized signatory that the Bidder has not been debarred. Annexure V
B.	Financial Capacity	
i	Average annual financial turnover should be at least INR 25 lakhs irrespective of estimated cost involved during the last three years, ending 31 st March of the previous Financial Year (i.e. FY 2018-19, 2019-20 and 2020 - 21).	Self attested copy of audited financial Statements for 3 financial years duly authenticated by CA i.e. FY 2018-19, 2019-20 and 2020 – 21.
C.	Technical Capacity	
i	<p>For Tax Audit: The bidder should have satisfactorily completed the conduct of Tax Audit, Certification of Accounts, Issue of form 10B, filing of Tax Audit Report & filing of Income Tax Return for atleast 5 years as on 31.10.2021 in any of the Central Govt. / State Govt. / or Autonomous Institutions/ Bodies under Central / State Government during the last 10 years.</p> <p>For Retainership: The bidder should have satisfactorily performed the services of as “Retainer”/ Consultant on Tax & other related matters for at least 5 years as on 31.10.2021 in any of the Central/ State Government sector OR Autonomous bodies/ Statutory bodies under State/Central Government during the last 10 years.</p>	Copy of satisfactory completion report duly signed by not less than an officer below the rank of Office Superintendent.
D	Fit and Proper Person	
i	Bidder should be Fit and Proper person as per the criteria defined in this RFP document.	<i>Self-certificate and/or Letter of Undertaking to this effect on Bidder's letter head signed by Bidder' authorized signatory</i> <i>Undertaking as per Annexure I to</i>

	<i>be submitted.</i>
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5 BID VALIDITY

- 5.1 The Bid shall remain valid for acceptance for a period of 45 days (forty five days) days after the Bid Due Date (Last date and time of submission of Bid) prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected. On completion of the validity period, unless the Bidder withdraws the Bid in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws the same.
- 5.2 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.
- 5.3 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.

6. RFP PROCESS

- 6.1. RFP issued by the SAI constitutes a request for Bids from eligible Bidders (as determined in accordance with the eligibility criteria as Clause 4 above) to be Service Provider (after evaluation of eligible bidders), subject to the terms of this RFP and the Service Agreement.
- 6.2. This RFP is no more than a request for proposal, and it does not and is not intended to constitute a contract or a grant of any rights or licenses, or an offer which is capable of acceptance by any Bidder or any other person. The grant of any rights or formation of any contractual relationship shall be conditional upon acceptance by SAI of the Bidder's Bid and the execution of the Service Agreement by both SAI and the Bidder/Service Provider.
- 6.3. This RFP is only illustrative in nature and all narrations are intended to be used by the applicant as preliminary background information. This RFP does not necessarily contain all the relevant information in relation to the Bid process and SAI reserves the right to withdraw the RFP and/ or add, amend, review the requirements or information contained in this RFP at any time prior to the submission of the Bid, save in relation to the eligibility criteria, technical requirements and the evaluation principles of the Bids.
- 6.4. Upon selection of a Bidder by SAI and the selected Bidder/ Service Provider shall enter into a detailed contract/agreement ("Service Agreement") incorporating the provisions of this RFP and the successful Bid
- 6.5. SAI may issue Letter of Intent (LoI) before execution of the service agreement, if required.

7. BID PRICES

- 7.1. The Bidder providing services shall quote only in Indian Rupees.
- 7.2. The Bidder shall indicate in the Price Schedule provided in RFP all the specified components of prices shown therein. All the columns shown in the price schedule should be filled in as required.

- 7.3. If any firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- 7.4. Firm Price: The prices quoted by the Bidder shall remain firm and fixed during the currency of the Contract and will not be subject to variation on any account.

8. SUBMISSION OF BIDS

- 8.1. Bids to be submitted online as per instructions in **Annexure VI, Instructions for online bid submission** of the RFP.
- 8.2. SAI will open (online – e- mail dirfin-sai@gov.in) the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.
- 8.3. 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 on the next working day.
- 8.4. The Technical Bid is to be opened at the prescribed time and date as indicated in RFP Bid schedule. During the Technical Bid opening, the Bid opening official(s) will read the Salient Features of the Bids like brief description of the services offered and any other special features of the Bids, as deemed fit by the Bid opening official(s).
- 8.5. Financial bids of the technically qualified Bidders shall be opened (online – e- mail dirfin-sai@gov.in) at the date, time. The authorized signatories/ representatives of such Bidders who wish to attend the financial bid opening may please do so by showing their bid acknowledgement slip.

9. EARNEST MONEY DEPOSIT

- 9.1. Bid Security/Earnest Money Deposit (EMD) has been replaced with Bid Securing Declaration is exempted as per Ministry of Finance, Department of Expenditure O.M. dated 12th November 2020
- 9.2. However, all bidders are required to upload along with the technical bid, a duly signed and sealed copy of Bid Securing declaration as per Annexure (II).
- 9.3. **Amendments to Bidding Documents:**
- i. 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.
 - ii. Such an amendment will be uploaded on SAI website: sportsauthorityofindia.nic.in, Bidders are, therefore, advised to refer to SAI website.
- 9.4. Clarification of Bidding Documents: 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.

10. FORMAT OF SUBMISSION OF BIDS

- 10.1.** All documents are to be uploaded in PDF or scanned copies (online – e- mail dirfin-sai@gov.in)
- 10.2.** The Bidder is required to upload the documents on mail only.
- 10.3.** Bidders shall submit 'Online Bid' only in PDF/Scanned copy. Hard Copy of Bid documents will not be accepted.
- 10.4.** The Bids submitted must be without any overwriting, interlineations, corrections, double typing, etc.
- 10.5.** Bidder must ensure that the Technical Bid soft copies do not contain any information pertaining to Commercial bid/Prices. In exceptional circumstances, at its discretion, SAI may solicit the Bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by fax or email.
- 10.6.** The password of the bid document Proposal shall not be mentioned anywhere in the email.
- 10.7.** The password shall be required on the date of opening of Proposal which shall be communicated separately by the Applicants via email/Phone.

11. DOCUMENTS TO BE SUBMITTED

- 11.1.** All the documents are to be mandatorily uploaded online as per the instruction for online bid submission detailed in this RFP document.
- 11.2.** The following documents are to be submitted with the RFP. Upload online the scanned copies as per the instructions mention in **Annexure VI: Instructions for Online Bid Submission**.

Sl. No.	Criteria	Document to be submitted online
1	EMD	Bid Declaration as per Annexure II
2.	Eligibility Criteria	As Mentioned in clause 4
3.	Technical Evaluation Documents	As Mentioned in clause 11
4.	Financial Bid	As per required format given at Annexure – III
5.	Bid Submission Form	Scanned copy of Signed and Stamped Bid Submission Form as per Annexure I .
6	Authorized Signatory	Scanned copy of Power of Attorney in favour of Authorised signatory of Bidding Documents. OR Signed and scanned copy of Board's resolution(s)

		in favour of Authorized signatory of the bidder.
7.	Declaration regarding Acceptance of all terms and Conditions of the RFP and its subsequent amendments	A declaration confirming Acceptance of all terms and Conditions of the RFP and its subsequent amendments without any deviation.

12. FINANCIAL EVALUATION CRITERIA

12.1. Evaluation of Financial Bids and Selection of Bidder:

- i. Financial bid should be uploaded (online – e- mail dirfin-sai@gov.in). All prices should be in Indian Rupees.
- ii. The least cost proposal in price bid will be ranked as under:
 - a) Monthly remuneration quoted for Retainership inclusive of GST x 12 months + Lump sum amount quoted for Tax Audit inclusive of GST = Total cost of tender. Which will be considered for ranking as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract for both the assignments together.
 - b) In the event of two or more technically qualified bidders quoting same lowest rates (L1), the proposal with the highest average annual turnover in each case would be considered as the successful bidder for the purpose of award of works separately for both the assignments.

13. TERMS OF PAYMENT

- i. The price quoted shall remain fixed for the entire duration of the contract (as quoted at **Annexure V**).
- ii. The payment of professional charges will be made as under :
 - a. For Tax Audit: After completion of Audit, filing of Tax Audit Report/ form 10B & Income Tax returns.
 - b. For Retainership: Payment will be made on monthly basis on completion of services satisfactorily.
- iii. No amount will be reimbursed by SAI on account of purchase of stationary, telephone charges and or any other work.
- iv. Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Contractor at the rates as notified by the Govt. from time to time.
- v. All payments shall be made in Indian Rupees (INR) only.
- vi. SAI shall pay the amount as per the invoice after submission of an invoice by way of e-transfer/RTGS/NEFT through public financial management system.
- vii. The bidder must raise the invoice in the name of SAI.

- viii. In case of disputed items, only the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- ix. Penalties/ liquidated damages, if any, as applicable, shall be deducted from the respective quarterly payments.

14. Period of Contract

a. For Tax Audit:

The period of contract shall be for financial year of 2020-2021 upto filing Tax Audit Report and filing of Income Tax return with ITO within the stipulated time as declared by Income Tax Department. The contract is extendable for one more year on existing terms and conditions or the terms and conditions settled at the time agreement with the consent of both the parties based on the requirements and satisfactory performance of the service provider. Any renewal or extension shall be by way of fresh Agreement.

b. For Retainership :

Initially for a period of 1 year extendable by another year with mutual consent on satisfactory completion of service. The contract is extendable for one more year on existing terms and conditions or the terms and conditions settled at the time agreement with the consent of both the parties based on the requirements and satisfactory performance of the service provider. Any renewal or extension shall be by way of fresh Agreement.

15. Penalty

- i. Subject to the provision of Force Majeure under GCC, any unexcused delay by the supplier in maintaining its contractual obligations towards performance of services shall render the contractor liable to any or all of the following sanctions:
 - a. Imposition of Penalties,
 - b. Forfeiture of its Performance Security and
 - c. Termination of the Contract for default.
- ii. If the firm fails to deliver any part or all of the services or fails to perform the services within the time frame(s) incorporated in the contract, deduct from the contract price, as penalty charges a sum equivalent to 0.5% per day of delay or part thereof on delayed supply of services until actual delivery or performance, subject to a maximum of 10% of the contract price. Once the maximum 10% is reached, SAI will consider termination of the contract as per agreement and initiate remedies available under law for the loss and damages caused to SAI.
- iii. SAI will make payment after necessary deductions of penalty.

- iv. In the event of any loss occasioned to the SAI, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the SAI, the said loss can be claimed from the contractor up to the value of the loss. The decision of the SAI in this regard will be final and binding on the contractor.
- v. Time shall be the essence of the Agreement, however, for delay in service deliverables reasons not pertaining to selected bidder, SAI shall take decision on extension of such timelines and levy of penalty.
- vi. The penalty may be levied after giving the service provider, an opportunity to explain the deviation and delay in the deliverables. In case the SAI is not satisfied with the justifications provided by the service provider, then the penalty shall be levied.

16. Termination

- i. SAI may terminate the Service Agreement by serving written notice:
 - a. Immediately in case the Bidder/Service Provider is in breach or fails to remedy breach in the performance of its obligations hereunder. SAI may provide a within 30 (Thirty) day notice to cure the defect, however failure to cure the defect within 30 days or any further period as the SAI may have subsequently approved in writing, shall render the termination of the contract;
 - b. In the event services of the Bidder are not satisfactory or upto the mark;
 - c. If the Bidder/Service Provider becomes insolvent or goes into liquidation or receivership, whether compulsory or voluntary, and which has substantial bearing on providing services under the Service Agreement;
 - d. If the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings
 - e. If the Service Provider is determined to have engaged in corrupt or fraudulent practices in competing for or in executing the Service Agreement;
 - f. If the Service Provider submits to SAI a false statement which has a material effect on the rights, obligations or interests of SAI;
 - g. Any other reason as deemed fit by SAI.
- ii. The Service provider may terminate the Service Agreement by not less than sixty (60) days' written notice to the SAI.
- iii. Payment upon Termination: Upon termination of Service Agreement, SAI shall make the proportionate payment for services satisfactorily performed prior to the effective date of termination.

17. TAXES & DUTIES

The Contractor shall be entirely responsible for payment of all/any type of taxes, etc. to any authority against this contract. Only statutory variations in the rate of taxes on services if stipulated in Contract shall be allowed to the extent of actual payment by the Contractor.

18. Debarment from bidding

- i) A bidder shall be debarred if he has been convicted of an offence –
 - a) under the Prevention of Corruption Act, 1988; or
 - b) 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.
- ii) A bidder debarred under sub-section (1) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three year commencing from the date of debarment.
- iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity.

19. ANNEXURES

ANNEXURE I: BID SUBMISSION FORM

(On Bidder's letter head)

Date _____

To

Director (Finance)
Sports Authority of India
Jawaharlal Nehru Stadium Complex,
Head Office, East Gate, Lodhi Road,
New Delhi-110003

Ref.: Your Bidding Document No. _____ dated _____

We, the undersigned have examined the above-mentioned Bidding Document, including amendment/corrigendum No. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to provide Services relating **to conduct of Tax Audit, Certification of Accounts , Issue of form 10B & filing Tax Audit Report and filing of Income Tax return the year 2020-21 and Retainer ship for all matters pertaining to Income Tax, GST etc.** and advice on various matters for Sports Authority of India, Head office, New Delhi which can further be extended for one more year on satisfactory completion of work.

If our Bid is accepted, we undertake to provide services as mentioned above in accordance with the Scope of Services as specified as per Annexure-IX, Special conditions of Contract as per Clause 19 and General Conditions of Contract as per Clause 19 of the Bidding Documents.

We further confirm that, if our Bid is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of clause 17 of this RFP for due performance of the contract, including amendment/ corrigendum if any.

We agree to keep our Bid valid for acceptance for 45 days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the afore-said period and this Bid may be accepted any time before the expiry of the afore-said period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the afore-said period shall constitute a binding contract between us.

I/we certify that we fulfil the "Fit and Proper Person" criteria as mentioned in this RFP document.

We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

(Signature of the Bidder)

Name, Address and seal of the Bidder: _____

ANNEXURE II: BID SECURING DECLARATION FORM

Date: _____

Tender No. _____

To

Director (Finance)
Sports Authority of India
HO J.N. Stadium,
New Delhi 110003.

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions as below:-

- a) withdraws/modifies/amends the submitted bid against this tender, impairs or derogates from the tender, during the period of bid validity specified in this tender.; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or refuse to execute the contract, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with the terms of this tender document.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder or upon

- (i) the receipt of your notification of the name of the successful Bidder and submission of required Performance Security, in accordance with the terms of this tender document; or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)
Dated on _____ day of (insert date of signing)

Corporate Seal (where appropriate)

ANNEXURE III : PRICE SCHEDULE

To

Director (Finance)
Sports Authority of India
Jawaharlal Nehru Stadium Complex,
Head Office, East Gate, Lodhi Road,
New Delhi-110003

Ref.: Your Bidding Document No. _____ dated _____

Dear Sir,

We hereby quote the following rates for undertaking the job **for conduct of Tax Audit, Certification of Accounts, Issue of form 10B & filing Tax Audit Report and filing of Income Tax return for the year 2020-21 and for Retainer ship for all matters pertaining to Income Tax, GST etc.** and advice on various matters for Sports Authority of India, Head office New Delhi in terms of Scope of Work as stipulated in the present RFP which can further be extended for one more year on satisfactory completion of work as per Scope of Services specified in the tender document.

S.N.	Particular	Lump sum amount exclusive of GST	Amount of GST	Total quoted amount	Total Amount (All inclusive)
A	For Tax Audit	(1)	(2)	(3) = 1+2	(4)
	Conduct of Tax Audit, Certification of Accounts, Issue of form 10B & filing of Tax Audit Report and filing of Income Tax return for the year 2020-21 for SAI, Head office New Delhi.				
B	For Retainership	Monthly amount exclusive of GST	Amount of GST	Total quoted amount per month	Total amount per annum (All inclusive)
		(1)	(2)	(3) = 1+2	4 = 3x12 months
	Retainer ship for all matters pertaining to Income Tax, GST etc. and advice on various matters as per scope of services for Sports Authority of India, Head office New Delhi.				
	Grand Total = A+B				

Note :- Monthly remuneration quoted for Retainership inclusive of GST x 12 months + Lump sum amount quoted for Tax Audit inclusive of GST = Total cost of tender. Which will be considered for ranking as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract for both the assignments together.

Date _____

Place _____

(Signature of the Bidder)

Name, Address and seal of the Bidder: _____

ANNEXURE IV: NEFT MANDATE FORM

From: M/s.

Date:

To

Director (Finance)
Sports Authority of India

Sub: NEFT PAYMENTS

For remittance of our payments using RBI's NEFT scheme, our payments may be made through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATAE FORM

Name of City	
Bank Code No.	
Bank 's name	
Branch Address	
Branch Telephone / Fax no.	
Contractor's Account No.	
Type of Account	
IFSC code for NEFT	
IFSC code for RTGS	
Contractor's name as per Account	
Telephone no. of Contractor	
Contractor's E-mail ID	

(Signature of the Bidder)

Name, Address and seal of the Bidder: _____

Confirmed by Bank

Enclosed a copy of Cancelled Cheque

ANNEXURE V: Previous Transgression if any in respect of code of integrity

(On Bidder's letter head)

<Location, Date>

To,

Director (Finance)

Sports Authority of India HQ,

JLN Stadium Complex, Entry Gate No 10,

Lodhi Road, New Delhi – 110003

Subject: i) The bidders are required to disclose any previous transgressions made in respect of Code of Integrity with any entity in any country during the last three years or of being debarred by any other procuring entity".

ii) No conflict of interest is also required to be declared.

Dear Sir,

This is to notify you that our Firm/Company/Organization <provide Name of the Firm/Company/Organization> intends to submit a proposal in response to invitation for RFP No: _____ dated XX/XX/2021 for Selection of Agency for Preparation and Compilation of Accounts for SAI. In accordance with the above we declare that:

- a. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.
- b. It is hereby disclosed that we have not any conflict of interest with other bidders in terms of conditions stipulated in clause No.46 of Section II- A of Tender Document. If this disclosure is found wrong later on, we are liable for punitive action as per terms of the agreement.

Sincerely,

[BIDDERS NAME]

Name and title of authorised Signatory:

Signature

ANNEXURE VI: SCOPE OF SERVICES**I. For Tax Audit :**

- i. Conduct of Tax Audit
- ii. Certification of Annual Accounts
- iii. Submission /Issue of form 10B followed by prescribed formalities.
- iv. Verification of vouchers / visiting of DDOs.
- v. Filing of Tax Audit Report/ form 10B and filing of Income Tax return for the financial year 2020-21 within the stipulated time as fixed by the IT Department in respect of the following accounts.

S.N.	List of DDOs
1	DDOs at SAI HO, New Delhi -
	i) Finance Division ii) GPF iii) GSLIS iv) CWG Cell v) Head Office vi) TEAMS & TOPS vii) Khelo India
2	DDOs at Regional Centres out side Delhi.
i	Southern Centre, Bangalore
ii	LNCPE, Thirvanthapuram (General & GPF Accounts)
iii	NSEC, Kolkata
iv	Northern Centre, Sonapat
v	SAI Centre, Chandigarh
vi	NS NIS Patiala (General & GPF Accounts)
vii	Central Centre, Bhopal, M.P
viii	SAI Centre, Lucknow
ix	Western Centre, Gandhinagar
x	SAI RC, Mumbai
xi	Sub Centre, Guwahati
xii	North East Regional Centre, Imphal

II. For Retainer-ship on monthly basis:

1. Preparation and filing of applications/appeals in concerned Income Tax Authorities – Required information should be collected 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 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 complied 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 work given by SAI on related matters.