

To

Subject: Engagement of Chartered Accountant Firm.

It is informed that Chandigarh Sports Council intends to engage a qualified Chartered Accountant Firm who are empanelled under CAG with expertise in Goods & Service Tax and Income Tax having local office for the office of Chandigarh Sports Council, Lake Sports Complex, Cricket Chandigarh, KHELO INDIA and Khelo India State Centre of Excellence for the 03 Financial Years commencing from 2025-26 onwards subject to satisfactory performance of the firm with the approval of the competent authority with enhancement @10% every year.

The scope of work is as under:-

Sr. No	Scope of Works
1	Preparation of Balance Sheets, Conducting Statutory Audits, Filing of Income Tax Returns, Consultancy services on Income tax & accounts, Assessment for Income Tax Refund & getting the same refunded and Preparation of Utilization Certificate.
2	Filling of all mandatory GST and TDS under GST returns in time and consultancy services on GST.
3	Assistance in settlement of audit para's and to guide the office with latest updates in above matters from time to time.
4	Filing of reply to all notices from Excise & Taxation and GST department, filing of appeal before the Appellant authority in GST department, filing of case before the GST Tribunal against the appellant authority in GST department.
5	Filing of reply to all notices from Income tax department, filling of appeal before the appellant authority of Income tax department, filing of case before the Income tax tribunal against the appellant authority.
6	Any other work associated with the department of income tax, Excise & Taxation and GST department in respect of above mentioned offices/projects.

It is requested to quote the fee of your firm for the above said work in the prescribed format (enclosed) and submit the quotation in the office of Chandigarh Sports Council on or before 20.03.2025 till 11:00 A.M. in sealed envelope.

Assistant Controller (F&A)
For Secretary
Chandigarh Sports Council

**APPOINTMENT OF CHARTERED ACCOUNTANT FIRMS FOR CHANDIGARH SPORTS COUNCIL,
LAKE SPORTS COMPLEX , CRICKET CHANDIGARH, KHELO INDIA AND KHELO INDIA STATE
CENTRE OF EXCELLENCE**

Part A

Status of the Firm Partnership ☐ Sole Proprietorship ☐ Company ☐

1. A. Name of the firm (in capital letters) _____
- B. Address of the Head Office _____
- (Please also give telephone no. and email address) _____
- C. PAN no. of the firm and _____
- GST No. _____
2. ICAI Registration No. _____ Region Name _____
- Region Code No. _____
3. Empanelment number with comptroller & Auditor General of India:- _____
4. A. Date of Constitution of the firm: _____
- B. Date since when the firm has a full time FCA _____
5. Full time Partners/Sole Proprietor of the firm as on 01.03.2025

S.No.	Continuous association with firm	Number of FCA	Number of ACA
a	Less than one year		
b	1 year or more but less than 5 years		
c	5 years or more but less than 10 years		
d	10 years or more but less than 15 years		
e	15 years or more		

Note: Please attach the copy of Firm's Constitution Certificate issued by ICAI.

6. Number of Part time Partners if any, as on 01.03.2025: _____
7. Number of Full time Chartered Accountant as on 01.03.2025: _____
8. Number of audit staff employed full-time with the firm
- A. Articles/Audit Clerks _____
- B. Other Audit Staff _____
(with knowledge of book keeping and accountancy)
- C. Other Professional Staff (please specify) _____
(list to be attached for S.No. 5 to 8)
9. Number of Branches if any _____
(please mention places & locations)
10. Whether the firm is engaged in any internal and external audit or providing any other services to any Govt. Company/Autonomous Bodies/Corporation or Co-Operative Institution etc.
If 'yes', details may be given on a separate sheet
YES/NO
11. Whether the firm has any experience of audit in Sports Organisation or Department.
If yes details may be given on a separate sheet. YES/NO
12. Whether the firm is implementing quality control policies and procedures designated to ensure that all audit are conducted in accordance with Statement on Standard Auditing Practices.
(If 'yes', a brief note on the procedure adopted is to be enclosed) YES/NO
13. Are there any court/arbitration/legal cases against the firm
(If 'yes', give a brief note of the cases indicating its present status)
YES/NO

14. Quote your fee in respect of:

Sr. No	Scope of Work	Fees (Inclusive of Taxes)				
		Chandigarh Sports Council (A)	Lake Sports Complex (B)	Cricket Chandigarh (C)	Khelo India (D)	Khelo India State Centre of Excellence (E)
1	Preparation of Balance Sheets, Conducting Statutory Audits, Filing of Income Tax Returns, Consultancy services on Income tax & accounts, Assessment for Income Tax Refund & getting the same refunded and Preparation of Utilization Certificate.					
2	Filing of all mandatory GST and TDS under GST returns in time and consultancy services on GST.					
3	Assistance in settlement of audit para's and to guide the office with latest updates in above matters from time to time.					
4	Filing of reply to all notices from Excise & Taxation and GST department, filing of appeal before the Appellant authority in GST department, filing of case before the GST Tribunal against the appellant authority in GST department.					
5	Filing of reply to all notices from Income tax department, filling of appeal before the appellant authority of Income tax department, filing of case before the Income tax tribunal against the appellant authority.					
6	Any other work associated with the department of income tax, Excise & Taxation and GST department in respect of above mentioned offices.					
Total						

Part-B

I/We the sole proprietor/partners of M/s _____ Chartered Accountant do hereby jointly and severally verify and declare:-

- That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- That the firm proprietor or partners have not been debarred or cautioned by ICAI during the last five years (if caution give details);
- That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be a practice under Section 2 (2) of the Chartered Accountants Act, 1949.
- That the constitution of the firms on 1st March of the relevant year shown in the quotation is the same as that in the Constitution Certificates issued by the ICAI.