



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

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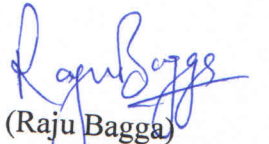
361, B-Wing, 3rd Floor
Lok Nayak Bhawan
New Delhi- 110003

No 20/3/2013-14/CCSCSB

Dated 22.11.2013

Sub: Outsourcing of Accounting Services in the Central Civil Services Cultural & Sports Board.

Quotations are invited from the experienced Accounting firms for providing the accounting services on contract basis for maintenance of the accounts of the Central Civil Services Cultural & Sports Board. The detail of job requirement as well as Terms & Conditions of the Contract is attached.


(Raju Bagga)
Section Officer

Details of job requirement for providing Accounting Services

1. The representative of the firm, well versed in the accounting procedures on tally software, will be made available in the CCSCSB during the normal office hours for looking after the day to day accounting work.
2. The representative of the firm will prepare the final accounts including the balance sheet of the society at the close of the financial year and help in getting the same audited by the Chartered Accountants of the Society as well as from the auditors of the Comptroller and Auditor General of India and Internal audit.
3. The representative of the firm will held in preparing the annual budget of the society.
4. The representative of the firm will attend the CCSCSB's meeting when annual report/annual accounts are discussed.
5. The representative of the firm will study audit observations in respect of accounts of CCSCSB of the past period and maintain the records as per audit observations and help in replying the audit observations.
6. The representative of the firm will process online payment procedure of EPF and filing of EPF returns.
7. The representative of the firm will process filling of Income Tax/TDS return and undertake all other work relating to accounts/accounting procedures/statutory requirements.
8. The firms shall ensure that all the accounting correspondence is relied to without any delay. The firm will give timely reminder to individuals/dealers/institutions/ RSB's etc regarding information/documents/demands etc.
9. The CCSCSB will provide computer, printer, stationery and the accounting software (Tally) for undertaking the accounting work.

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Terms and Condition of the Contract

1. The period of contract would be 3 years and the contract will not be renewed after the expiry of said period. Instead fresh quotations will be called where the firm already doing the job can also apply.
2. The firm will quote the monthly amount including service tax to be charged from CCSCSB for providing accounting services. No request for increase in this amount shall be entertained during the entire period of 3 years of engagement.
3. The firm shall ensure that its employee maintain discipline & exemplary behavior while working in the CCSCSB.
4. The firm shall abide by all the prevalent labour law while deputing their employees for the work in CCSCSB.
5. On termination of the engagement period, the firm shall return all papers, documents and other proceedings belonging to and including those which are expected to be retained by the Board.
6. The engagement period can be terminated before its expiry by either of the parties serving one month's notice on the other. CCSCSB, however, reserves the right to terminate the contract with immediate effect for the following reasons:
 - (i) Due to misbehavior by the representative of the firm.
 - (ii) On receipt of adverse report from security/intelligence agencies or police sources.
 - (iii) Breach of trust and involvement in any fraud, misappropriation or embezzlement directly or indirectly by the firm or its staff members.
 - (iv) Any other reason on account of which the continuance of the engagement is
considered detrimental to the interests of CCSCSB
7. In case of any dispute between the firm & the Board, the matter shall be put up to the President of the Board and his decision shall be final.