



केन्द्रीय सिविल सेवा साँस्कृतिक एवं क्रीड़ा बोर्ड

**Central Civil Services Cultural & Sports Board**

Department of Personnel and Training  
Ministry of Personnel,  
Public Grievances and Pensions  
GOVERNMENT OF INDIA

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Lok Nayak Bhawan  
New Delhi- 110003

No. 22/3/200-CCSCSB

Dated the 11<sup>th</sup> March 2011

**Central Civil Services Cultural & Sports Board**

Lok Nayak Bhawan, Khan Market, New Delhi-110003

Ph 24646961 and 24624204

**Subject: 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 advertisement to be published in the Newspaper along with the details of Job requirement as well as Terms & Conditions of the Contract are attached.

(VK Tewari)  
Secretary(CCSCSB)  
Mob-9868102538

## **Advertisement**

Quotations for providing the accounting Services on contract basis(for 3 years) are invited from the experienced Accounting firms for maintenance of accounts of the Central Civil Services Cultural & Sports Board (A Society registered under societies Registration Act 1860). Only those firms need apply who have at least 3 years experience in maintaining the accounts of government run institutions/societies. The turnover of the Society is about 90-95 lakhs per annum. The details of job and the terms and conditions of the Contract may be obtained from the Secretary, CCSCSB(Room No. 362, 'B' Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003, Tel 24646961 and 9868102538). Kindly submit your quotations by 28-3-2011 in a sealed cover along with all relevant documents regarding experience etc. The details are also available on our website (i.e persmin.nic.in) in what's new window.

### **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.
3. The representative of the firm will help in preparing the annual budget of the Society.
4. The representative of the firm will help in replying previous audit observations and will also attend CCSCSB's meetings when annual report/annual accounts are discussed.
5. The firm shall ensure that all the accounting correspondence is replied to without any delay. The firm will give timely reminder to individuals/dealers/institutions/RSBs etc regarding information/documents/demands etc.
6. Any other work relating to accounts/accounting procedures/statutory requirements will also be undertaken by the firm.
7. The CCSCSB will provide computer, printer, Stationery and the accounting software (Tally) for undertaking the accounting work

### **Terms and Conditions 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.