

Notice inviting “Expression of Interest” (EOI) for Appointment of Firms/LLP of Chartered Accountants to conduct the GST AUDIT and TAMBOLA AUDIT of The Delhi and District Cricket Association for the Financial Year 2017-2018 and Financial Year 2018-2019 respectively.

The Delhi and District Cricket Association (DDCA) invites Expression of Interest (EOI) from Firms/LLP of Chartered Accountants to conduct the GST Audit and Tambola Audit for the FY 2017-2018 and FY 2018-2019 respectively.

Interested Firms/LLPs are requested to go through the Eligibility Criteria carefully given in **Annexure-A** and submit their applications (along with quote for Professional Fee and relevant documents) in prescribed format given in **Annexure-B** for Tambola Audit and in **Annexure-C** for GST Audit.

The Scope of GST Audit shall be governed as per the provisions of GST Act. Audit of the Books of Accounts of the DDCA for the period from July 01, 2017 to March 31, 2018 under the provisions of the GST Act and giving the requisite certificates as required under the GST Act.

The Scope of Tambola Audit shall be certifying the Monthly Statement of Income and Expenditure for organizing Tambola for the members of the DDCA for the Financial Year 2018-19.

Important instructions to Professional Firms/LLPs are given in **Annexure-D**.

Firm/LLP is also requested to provide an **Undertaking** so that there is no Conflict of Interest in providing the services of Tambola and GST Audit.

Applications in a sealed envelope addressed to Chief Executive Officer, The Delhi and District Cricket Association, Ferozshah Kotla Ground, New Delhi-110002, should reach latest by **16:00 Hrs, 10th June, 2019**.

Annexure-A

ELIGIBILITY CRITERIA

1. Firm/LLP should be registered with “The Institute of Chartered Accountants of India (ICAI)” and have Income Tax Permanent Account Number (PAN) and GST registration.
2. The firm should have been in practice for minimum 3 years after its registration.
3. In addition to the partners, the firms should have more than 3 professional staff members (professional staff consists of Audit and Articled Assistants) and engaged in on-site audits at the place of audit.
4. The Firm/LLP should have its Registered / Main office in New Delhi/NCR.

Annexure-B

Format of Covering Letter

Date:

To

Chief Executive Officer
The Delhi and District Cricket Association
Ferozshah Kotla Ground
New Delhi -110002.

Subject: Appointment of Auditor for Tambola Audit for the Financial Year 2018-2019.

Dear Sir,

We are enclosing herewith the particulars and details of the Firm in prescribed application format in connection with the above assignment.

We also state as follows:

- a. That all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.
- b. The Fee quoted by us in our proposal is valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.
- c. Fees have been arrived independently without consultation, communication agreement or understanding (for the purpose of restricting competition) with any competitor.
- d. We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
- e. I confirm that I have authority of (Name of the firm) to submit the proposal and to negotiate on its behalf.

Thank you,

(Name of Authorized signatory)

Name of Firm

Annexure-C

Format of Covering Letter

Date:

To

Chief Executive Officer
The Delhi and District Cricket Association
Ferozshah Kotla Ground
New Delhi -110002.

Subject: Appointment of Auditor for GST Audit for the Financial Year 2017-2018.

Dear Sir,

We are enclosing herewith the particulars and details of the Firm in prescribed application format in connection with the above assignment.

We also state as follows:

- a. That all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.
- b. The Fee quoted by us in our proposal is valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.
- c. Fees have been arrived independently without consultation, communication agreement or understanding (for the purpose of restricting competition) with any competitor.
- d. We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
- e. I confirm that I have authority of (Name of the firm) to submit the proposal and to negotiate on its behalf.

Thank you,

(Name of Authorized signatory)

Name of Firm

<To be printed on the letterhead of the Firm/LLP>

*Format applicable for both Tambola Audit and GST Audit.

Application for 'Expression of Interest' in conducting Tambola and GST Audit of The Delhi and District Cricket Association

i.	Name of the Firm/LLP	
ii.	Head Office Address	
iii.	Firm's registration No.	
iv.	Date of Registration	
v.	Firm's PAN No.(Attach Copy)	
vi.	Firm's GST Registration No. (Attach Copy)	
vii.	Contact details Name of Person: Telephone / Mobile No.:	
viii.	Email address	
ix.	Turnover Details (Average turnover from professional services for last 2 years)(Attach Certified Copy of Balance Sheets and other relevant documents as per Income Tax Return for the last 2 years	
x.	Number of Branches, if any.	

	(Attach Supporting Documents)	
xi.	Number of Full-Time Partners as on 31/03/2019	
xii.	Number of Full Time Chartered Accountant/ Cost Accountant Employees as on 31/03/2019	
xiii.	Number of Other Audit Assistants/ Articles as on 31/03/2019	
xiv.	List of Statutory/ Internal/ Concurrent Audit of any Listed / Govt. Companies/ Section 8 Companies/ Autonomous Body conducted in the last 3 Financial Years, if any.	
xv.	Whether any of the partners of the Firm/LLP are members of the DDCA, if yes, provide the details of the same.	

Schedule of Fees (excluding GST) in Rs.

Particular	Rs. In Figure	Rs In Words
GST Audit		
Tambola Audit		

Annexure-D

Important Instructions to Professional Firm/LLPs

1. Format of Application must be strictly followed while giving technical details and Professional Fee Quote. The application should be completely filled; incomplete applications will be rejected outrightly.
2. Application may be submitted in or by post/ courier. DDCA does not take any responsibility for loss of application in transit. Applications sent through Fax or E-mail will not be considered.
3. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outrightly.
4. There would be confidentiality clause in the appointment letter to be issued to each Audit firm/LLP.
5. The work of Audit allotted to Audit firm/LLP should not be assigned to any other third party by the said firm/LLP.
6. Payment of Audit fees will be made on the submission of the Report and Invoice.