



**Request for Proposal (RFP) from reputed consulting firms (Big-4) for engagement as External Auditor for Boxing Federation of India**

**Date of issue: 26<sup>th</sup> August, 2020**

**Last date of submission: 23<sup>rd</sup> September, 2020 at 3.00 PM**

**Opening of tender: 23<sup>rd</sup> September, 2020 at 4.00 PM**

**Boxing Federation of India**

323, Udyog Vihar, Phase-IV, Gurgaon-122001

Boxing Federation of India invites bids from reputed consulting firms (Big-4) for engagement as External Auditor

The Boxing Federation of India invites bids from reputed consulting firms (Big-4) for engagement as External Financial Auditor.

All the interested parties may submit their sealed offers by 1500 hrs IST on or before 23<sup>rd</sup> September, 2020 in the prescribed format at Boxing Federation of India, 323, Udyog Vihar, Phase-IV, Gurugram, India. The same will be opened at 1600 hrs IST on 23<sup>rd</sup> September, 2020 at the aforesaid office of the Boxing Federation of India. Each organization can submit only one bid.

All interested organisations should regularly visit our website for any update/modification/alteration/change made in the RFP document or any related document as indicated by the Boxing Federation of India (BFI) from time to time.

Boxing Federation of India  
Email: [info@boxingfederation.in](mailto:info@boxingfederation.in)

## 1. Schedule for invitation to Tender

### 1.1 Name of issuing office

Boxing Federation of India,  
323, Udyog Vihar, Phase-IV,  
Gurgaon-122001  
Email: [info@boxingfederation.in](mailto:info@boxingfederation.in)

### 1.2 Addressee and Address at which tenders are to be submitted:

Boxing Federation of India,  
323, Udyog Vihar, Phase-IV,  
Gurgaon-122001

### 1.3 Important Dates

S. No.	Activity	Date
1	Date of release of the RFP	26 <sup>th</sup> August, 2020
2	Last date & time for submission of bids	1500 hrs IST, 23 <sup>rd</sup> September, 2020
3	Date & time of opening for pre-qualification/ technical bids	1600 hrs IST, 23 <sup>rd</sup> September, 2020
4	Date of the Presentation	To be intimated later
5	Date of Opening of Commercial Bid	To be intimated later
6	Notification to successful bidder	To be intimated later

## **2. Introduction**

### **2.1 About BFI**

The Boxing Federation of India (BFI) is the National Sports Federation in India for promotion and management of the sport of boxing. It is the apex body for boxing in India and is recognized by the International Boxing Association (AIBA), Ministry of Youth Affairs & Sports, Government of India and affiliated to Indian Olympic Association.

BFI started functioning from 25<sup>th</sup> September, 2016. For the purpose of training of boxers and their participation in various international championships and tournaments funding is done by the Sports Authority of India. For organising national championship and also for running the day to day affairs of the organisation BFI depends on sponsors.

BFI also is running Indian Boxing League, the first season of which was held in 2019. The league is run through a League Licensee. This also provides some revenue to the organisation.

### **2.2 Auditing of accounts**

The accounts of BFI are audited by an Auditor (CA) empanelled by the C&AG. BFI has now two Auditors – one Statutory Auditor and the other Internal Auditor. Both of these firms are empanelled by the C&AG. Accounts for the years 2016-17, 2017-18, 2018-19 have been audited and approved in the General Council of BFI. Accounts for the year 2019-2020 is in the process of scrutiny. The statements of accounts may please be seen in our website [www.boxingfederation.in](http://www.boxingfederation.in).

### **2.3 Scope of Work**

Financial statements are structured representation of the financial position and financial performance of an entity. Good governance of Public Trust finances is fundamental importance to the Federation to ensure the sustainability of the budget and financial system and security for survival of the organization.

BFI intends the External Auditor to study the records and comment/advise on the following aspects:

- I. Standard of propriety adopted by the organisation in collecting revenue and incurring expenditure;
- II. Leakage of revenue, if any, and ways and means of plugging the loopholes;
- III. Whether the income and expenditure has been reflected properly in the statement of accounts and need for further categorisation of income and expenses;

### **3. RFP Terms and Conditions**

#### **3.1 Bid Format: Type and details**

Hard copy and a Soft copy (pen drive) of the proposal has to be deposited at the office of Boxing Federation of India mentioned above latest by 3.00 PM of 23<sup>rd</sup> September, 2020.

#### **3.2 Cost of tender**

The bidder shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the BFI. BFI in no case will be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

#### **3.3 Bid security**

There shall be **no bid security** for submitting the bids.

#### **3.4 Amendment of the tender**

- i. At any time prior to the last date for receipt of bids, BFI, may, for any reason, modify the tender by an amendment.
- ii. The amendment will be notified through the official website of BFI: <http://boxingfederation.in/> and will be binding on the bidders. Therefore, it is advisable that bidders should frequently visit the website and take note of any amendments during the bidding process.
- iii. In order to provide prospective bidder reasonable time to take the amendment into account in preparing their bids, BFI, may, at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the tender.
- iv. BFI may at any time during the tendering process request the bidders to submit revised pre-qualification in case of change in scope of work, without thereby incurring any liability to the affected bidders.
- v. BFI may cancel the tender process at any time without assigning any reason.

#### **3.5 Period of validity**

Bids shall remain valid for a period of 90 days after the date of bid opening prescribed in this tender document. A bid valid for a shorter period may be rejected by the BFI as non-responsive.

In exceptional circumstances, BFI may solicit the bidder's consent to an extension of the period of validity. The request and the responses shall be made in writing (or by e-mail).

### **3.6 Clarifications**

If deemed necessary, the BFI may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the bid submitted or price quoted.

### **3.7 Confidentiality**

- I. When a bidder is selected, a non-disclosure agreement will be signed, at which time the terms and conditions of the BFI Non-disclosure Agreement executed by the bidder shall take precedence over the terms of this paragraph. Unless the bidder has BFI's prior written permission, it will not:
  - a. associate the bidder's products or services with BFI; and
  - b. Represent to anyone that BFI has employed or endorsed the bidder's products or services.
- II. The bidder will not issue any public statements or otherwise disclose any information concerning this RFP, the process, or its participation in the process without prior written approval of BFI.
- III. The bidder must not in any way advertise or publicly announce that they are entering into discussions with and/or undertaking work for BFI without BFI's prior written consent.
- IV. The confidentiality obligations detailed above shall survive any termination or expiration of this RFP.
- V. Any breach of the following requirements shall invalidate the bidder's bid:
- VI. The bidder must not divulge the bid prices, or give any indication of the bid prices, to any third party
- VII. The bidder must not try to obtain any information about any other bidder's bid or proposed bid, or otherwise attempt to compromise the integrity of the RFP process

### **3.8 Address of correspondence**

The bidder shall designate official mailing address, place, email and telephone number to which all correspondence shall be sent by BFI and detail.

### **Submission of RFP**

The details related to RFP submission are mentioned below.

#### **4.1 Details of Submission**

- I. The sealed cover should contain the following documents in original along with 3 photocopies of each:

- II. Covering Letter
- III. Three separate sealed envelopes marked as:
  - a. **Envelope A:** Technical bid
  - b. **Envelope B:** Pen drive containing copy of all documents comprising information related to technical bid
  - c. **Envelope C:** Commercial bid
  - d. Envelope A, B and C shall be enclosed in an envelope/packet marked as “Bid containing technical and commercial bid for engagement as EA of BFI”.
- IV. The procedure of submission of bid will be two tier system:
  - a. Tier 1: Manual submission of the envelope as detailed above
  - b. Tier 2: Presentation to evaluation committee. The PPT will also be a part of the Technical Bid and must be in Envelope-A and soft copy of the PPT should be there in the Pen Drive in Envelope-B
- V. On the date of opening of the tender the technical bid only will be opened. The commercial bid will be kept in a sealed cover to be opened only if the Evaluation Committee of BFI recommends to open the commercial bid after evaluation of the technical bids.
- VI. After evaluation of the Technical Bids and presentation, by the Committee appointed by BFI, the Commercial Bids of those bidders, who are recommended by the Committee, will be opened.

#### 4.2 Technical Bid & related documents

Below are the technical bid documents to be furnished.

- I. Technical bid must contain details of audit and financial advisory projects undertaken and completed during the last 3 years with details
- II. The personnel to be engaged on the work and their background
- III. Deliverables at the end of the consultancy
- IV. Other documents

#### 4.3 Commercial Bid

- I. The firm must quote their total cost for the consultancy and the taxes separately.
- II. The Commercial Bid will be opened in presence of the bidders and the authorised officers of BFI only in respect of those bidders recommended by the Committee of BFI after technical evaluation.

Clarification: In case any bidder needs any clarifications, they may write to [info@boxingfederation.in](mailto:info@boxingfederation.in).