

## **Annexure – A**

### **Eligibility Criteria**

1. The interested parties should be registered with **The Institute of Chartered Accountants of India (ICAI)** and should have valid **PAN and GST Registration**.
2. Should have been in continuous practice for **minimum 10 Years** after its registration out of which at least 3 years' experience of Statutory Audit of Listed Company/Private Company/Section 8 Company having turnover of Rs 100 crore or more in any one of the last 3 years.
3. In addition to the above, preference will be given for the experience of Statutory Audit of large Sports Bodies / Associations / Societies / Trusts.
4. Should have at least:  

10 professional staff (professional staff consists of Audit and Articled Assistants with knowledge of Book-keeping and Accountancy) and engaged in on-site audits at the place of audit.
5. Should not be disqualified under any provision of law or ICAI guidelines.
6. Should have its Registered / Main office Himachal/Delhi NCR/Punjab/Haryana/Chandigarh.
7. None of the partners should be:
  - A member of HPCA or BCCI, or
  - Have any conflict of interest with HPCA.

**Annexure – B**  
**Format of Covering Letter**

Date: \_\_\_\_\_

To  
The Treasurer  
Himachal Pradesh Cricket Association  
Dharamshala, Himachal Pradesh

**Subject:** Appointment of Statutory Auditors of HPCA

Dear Sir,

We are enclosing herewith our application along with relevant details in the prescribed format in connection with the above assignment.

We confirm that:

1. 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.
2. disqualification.
3. 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.
4. Fees have been arrived independently without consultation, communication agreement or understanding (for the purpose of restricting competition) with any competitor.
5. 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.
6. I confirm that I have authority of ..... (Name of the firm) to submit the proposal and to negotiate on its behalf.

Thanking you,

(Signature)  
Name of Partner  
Name of Firm  
Seal of the Firm

## Annexure – C

### Application Format

Name of the Firm/LLP	
Head Office Address	
Firm's registration No.	
Date of Registration	
Firm's PAN No. (Attach Copy)	
Firm's GST Registration No. (Attach Copy)	
<b>Contact details:</b> Name of Person: Telephone / Mobile No.: Email address:	
No. of years of Firm/LLP experience (Cut-off date 31/12/2018, attach Copy of certificate of incorporation)	
Turnover Details (Average turnover from professional services for last 3 years)(Attach Certified Copy of Balance Sheets and other relevant documents as per Income Tax Return for the last 3 years.	
Number of Branches (Attach Supporting Documents)	
Number of Full-Time Partners as on 31/12/2025	
Number of Full Time Chartered Accountant/ Cost Accountant Employees as on 31/12/2025	
Number of Other Audit Assistants Articles as on 31/12/2025	
List of Statutory/ Internal/ Concurrent Audit of any Listed / Govt. Companies/ Section 8 Companies/ Autonomous Body conducted in the last 3 Financial Years.	
Whether any of the partners of the Firm/LLP are members of the HPCA, if yes, provide the details	
Fee (excluding taxes) in Rs. for FY 2025-26	

## **Annexure – C**

### **Important Instructions**

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. HPCA 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 Statutory Audit allotted to Audit firm/LLP should not be assigned to any other third party by the said firm/LLP.

**Annexure- D**  
**Declaration – No Conflict of Interest**

(To be given on firm letterhead)

We hereby declare that none of the partners or staff of our firm has any direct or indirect conflict of interest with Himachal Pradesh Cricket Association or BCCI.

(Signature & Seal)