

AIRPORT AUTHORITY OF INDIA
INTERNAL AUDIT DEPARTMENT

FA/IA/Audit Plan/33/2015-16

December 21, 2015

SUBJECT : EXPRESSION OF INTEREST(EOI) FOR CONDUCTING INTERNAL AUDIT FOR THE YEAR 2015-16 IN R/OTRIVANDRUM AIRPORT.

AAI invites expression of Interest from interested CA/CMA firms for conducting internal Audit of **TRIVANDRUM AIRPORT** for the year 2015-16. The detailed information and guidelines are available at <https://etender.aai.aero/irj/portal>. This may be gone through and the firms are requested to ensure that they are eligible in terms of the NIT and also ensure that all the documents required are scanned and uploaded as per requirement . This process will be conducted through etendering and the procedure to be followed is as under:-

This Bid is called through the electronic process and can be downloaded from the e-tenderportal of AAI with URL address <https://etender.aai.aero/irj/portal>. A copy of the Technical Bid is also available on AAI website www.aai.aero. Please note that the submission of the EOI is only through the e-tender portal <https://etender.aai.aero/irj/portal>. The bid will not be accepted in any other form. Further it may be noted that bids are duly submitted on e-tender portal shall only be final and bids just saved without submission will not be available to the evaluation committee. Bidders are requested to go through “**Guidelines to bidders**”, “**Self helpfiles**” & “**FAQ’s & system setting**” links available on the login page of the e-tender portal for guidelines, procedures & system requirements. In case of any technical difficulty, bidders may contact on the following help desk numbers & email ids.

(Help Desk Services)

- a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, HelpDesk services are available for the e-tender portal <https://etender.aai.aero/irj/portal>. The Help desk services shall be available on all working days (except Sunday) between 0800-1900 hours and shall assist users on technical issues related to the use of the e-tender portal.

- b. For any technical assistance with regard to the functioning of the portal the bidders as well as AAI users may contact according to the escalation matrix as mentioned below :

| SL. No. | Support Persons | Escalation Matrix | E-Mail Address | Contact Numbers | Timings* |
|---------|-----------------|-------------------|-----------------|---|-------------------------------|
| 1. | Help Desk Team | Instant Support | e-sap1@aai.aero | 011-24626632 08510096161 011-24632950, | 0800-1600 Hrs. (MON - SAT) |

| | | | | | |
|-----------|--|---------------------------|-----------------------------|--|-------------------------------|
| | | | | Ext-3512 | |
| | | | | 011-24626632 08510096363 011-24632950, Ext-3512 | 1100-1900 Hrs. (MON - SAT) |
| 2. | Mr.Sanjeev Kumar Jr.Exe.(IT) | After 4 Hours of Issue | etendersupport@aai. aero | 011-24632950, Ext-3505 | 0930-1730 Hrs. (MON-FRI) |
| 3. | Mrs. S. Nita Sr. Mgr.(IT) | After 12 Hours | snita@aai.aero | 011-24632950, Ext-3523 | 0930-1730 Hrs. (MON-FRI) |
| 4. | Mr. A.K.Sharma Jt. General Manager(IT) | After 24 Hours | saniruddha@aai.aero | 011-24647596 | 0930-1730 Hrs. (MON-FRI) |
| 5. | General Manager(IT) | After 03 Days | gmitqh@aai.aero | 011-24657900 | 0930-1730 Hrs. (MON-FRI) |

- c. The above mentioned help desk numbers are intended only for queries related to the issues on e-tendering portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager from AAI.

All the technically qualified CA/CMA firms are requested to register in AAI e-tender portal and digital signature of Class III that includes (a) signing and (b) encryption within 7.1.2016(1530 hrs). In case of any assistance pls contact above mentioned person/personnel and contact BID MANAGER Mr. S. Pandey, AGM(Fin), Phone No. 011-24645344 and email id : spandey@aai.aero.

- d. In case of any difficulty, please contact above mentioned person/personnel.
- e. The maximum fees for the above audit work will be paid as follows :-
TRIVANDRUM AIRPORT Rs94600/- + Service Tax
(as applicable)

General Manager (F&A) - IA

**AIRPORTS AUTHORITY OF INDIA
SAFDARJUNG AIRPORT, INTERNAL AUDIT DEPARTMENT
NEW OFFICE COMPLEX, NEW DELHI – 110 003.**

Invitation of Expression Of Interest.

Airports Authority of India invites Expression of Interest (EOI) for empanelment of partnership firms of Chartered Accountants and Cost Management Accountant for conducting Internal Audit of . TRIVANDRUM AIRPORT for the F.Y. 2015-16.

The interested partnership firms of Chartered Accountants and Cost Management Accountant may send their bid in the prescribed format along with details as mentioned in the technical bid.

The maximum fees for the above audit work will be paid as follows:-

| AIRPORTS | Professional Fees |
|---------------------------|--------------------------|
| | |
| | |
| TRIVANDRUM AIRPORT | Rs.94600/- + Service Tax |

- The above rate is maximum the tender should quote. The tender should quote competitive rate only.

** Service Tax as applicable will be paid as additional amount.

The technical along with the information and guidelines, terms and conditions and the scope of audit work are available in the website (<http://www.aai.aero>). Annexure-I to Annexure-VI.

TECHNICAL BID

**EXPRESSION OF INTEREST FOR APPOINTMENT OF CA/CMA FIRMS FOR INTERNAL AUDIT OF
INDORE AIRPORT FOR THE YEAR 2015 - 16.**

1. (a) Name of the firm / organization (in Capital letters) _____
- (b) Address of the Head Office _____
- Telephone No. _____
- E-mail address _____
- (c) PAN of the firm _____
- (d) TAN of the firm _____
2. ICAI/ICWA Registration No. _____
3. Date of constitution of the firm: _____
4. Details of Partners of the firm as on December 2015.

| Sl. No. | Name of the Partner | Membership No. | Whether FCA/ ACA ACMA/FCM A | Date of becoming FCA/ACA ACMA/F CMA | Date of joining Partnership/ FIRMS |
|---------|---------------------|----------------|-----------------------------|-------------------------------------|------------------------------------|
| | | | | | |

5. Whether the firm is in the panel of CAG YES/ NO
If yes enclose the copy on the proof of empanelment

6. Particulars of Branch Office at TRIVANDRUM AIRPORT:

| Sl. No. | Complete address with Telephone No. | Name of the partner in charge of the branch | Date of opening the branch |
|---------|-------------------------------------|---|----------------------------|
| | | | |

7. Details of experience :

| Sl. No. | Name of the PSU /Unit | Nature of Assignment | Year of audit for which appointed |
|---------|-----------------------|----------------------|-----------------------------------|
| | | | |

8. Whether debarred by CBI/ICAI for conducting the audit YES/ NO.
9. Whether blacklisted by CAG/debarred by any Govt agency YES/NO

Place _____
Date _____

Signature with
NAME WITH SEAL

UNDERTAKING
(To be submitted in Envelope 1)

Annexure-II

I / we the following partners /

.....

Chartered Accountants/Cost Accountants do hereby jointly and severally verify
and declare:

- i)** That the particulars given are complete and correct and that any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm / organization would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949(CA) and the Cost and Works Accountant of India,1959(CMA) and the regulations framed there under ;

- ii)** That the firm / organization, proprietor or partners has not been debarred or cautioned by ICAI/CMA during the last three years.(if debarred, give details);

- iii)** That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice u/s 2(2) of the Chartered Accountants Act, 1949;or section 21 of ICWAI,1959.

- iv)** That the constitution of the firm / as on date as shown in the Expression of Interest is same as that in the constitution certificated issued by ICAI.

(Signature with the name and seal)

Place:

Date:

**AIRPORT AUTHORITY OF INDIA
INTERNAL AUDIT DEPARTMENT**

AFTER THE TECHNICAL EVALUATION

SUBJECT: FINANCIAL BID FROM CA/CMA FIRMS FOR INTERNAL AUDIT FOR THE YEAR 2015-16 IN R/O TRIVANDRUM AIRPORT

FINANACIAL BID FORMAT

- 1. NAME OF THE FIRM : _____
- 2. ADDRESS(HEAD OFFICE) : _____
: _____
: _____
- Phone No. : _____
- e-mail id : _____
- Service Tax Registration Number : _____

3. AMOUNT QUOTED FOR THE YEAR 2015-16 FOR THE TRIVANDRUM AIRPORT AS UNDER:

(*)FEES 1. _____
(excluding service tax)

P.S. : Service Tax (as applicable) will be paid as per the Service Tax Rules provided the Firm is having valid Service Tax Registration Number.

(*)THE AIRPORT /STATION CHOOSEN SHOULD HAVE THE HEAD OFFICE OR BRANCH OFFICE OF THE FIRM LOCALLY ESTABLISHED.

PLACE: _____
DATE: _____

(SIGNATURE)
(AUTHORISED SIGNATORY)
NAME WITH SEAL

INFORMATION & GUIDELINES

Annexure-IV

The applications should submit bid containing technical bid & undertaking and financial bid. The technical bid should be attached with the proof of following eligibility criteria:-

1. The Chartered Accountant/CMA Firms should have been established for more than 10 years as on 31.03.2014. (The Firm should enclose the photocopy of latest constitution certificate issued by the Institute of Chartered Accountants of India).
2. The firm should have a minimum of 3 qualified partners out of which minimum 1 partner should be an FCA/FCMA. (Details of the partners along with the proof of membership, professional qualification and the date from their association with the firm should be enclosed).
3. The firm must be in the panel of CAG for doing audit of PSUs in any one of the last 2 years.
4. The firm should have its Head office/Branch office locally available in the place of audit except in the case of airports in North East Region. In their case any firm can quote a lump sum amount at the financial bid stage. No separate TA/DA will be paid.
5. The firm should have experience of conducting Internal Audit / Statutory Audit in other PSUs/Nationalised Banks in each of the last 5 years prior to the date of making application (copy of the work order to be enclosed).

The financial Bid will be called in the second stage from firms fulfilling the technical requirements..**The firm quoting the lowest price will be shortlisted for audit of concerned station.**

- The assignment will be for a period of one year i.e for the F.Y. and 2015-16
- The applicants should enclose documentary evidence (self attested) in support of their credential under **Sl. No. 1 to 5** above. In absence of documentary evidence else the firm will be disqualified.
- No EMD or SD is required to be submitted for applying for Expression of Interest.
- The fees payable for the audit of the units is the maximum amount payable by AAI.
- No TA/DA will be paid as the assignment of place of internal audit is assigned to locally.
- AAI shall shortlist the firms as per the needs and requirements. Merely satisfying the eligibility criteria will not entitle a firm to be shortlisted. Depending upon the number of applications received the AAI reserves the right to shortlist only the required number of firms as it deems fit.
- The empanelment is for the purpose short listing of firms only and would not carry any assurance of allotment of Internal Audit assignments from AAI.

- The decision of AAI in all matters regarding number of firms to be shortlisted, their eligibility, the documents to be produced, short listing / award of assignment will be final and binding on the firms. No correspondence or personal enquiries shall be entertained by the AAI in this regard.
- The Authority reserves the right of accepting the single application received against the invitation of Expression of Interest.
- The Authority reserves the right to accept or reject any application without assigning any reasons there to..
- Audit firm will be debarred from conducting the audit in the following cases :-
 - i) If the firms obtains the appointment on the basis of false information.
 - ii) If the firm does not take up audit in terms of appointment.
 - iii) If the firm does not submit the audit report complete in all respects in terms of appointment.

TERMS & CONDITIONS:

Annexure-V

- The Audit firm so selected will have to start the audit within 10 days of receipt of letter of appointment from AAI or as decided by AAI.
- The audit as per the assigned work has to be completed in a time bound manner which will not exceed more than 7 working days.
- The Audit party is to consist of sufficient number of experienced and qualified professionals.
- The Partner of the Firm should be available for at least 2 days in audit to guide the audit team and for discussions with the management.
- The Audit team will conduct the audit as per manual, rules and regulations, guidelines, instructions, delegation of power etc. and in consultation with the concerned officials at stations.
- The scope of work (Annexure-III) is only illustrative and not exhaustive and may vary from station to station as per the need of AAI.
- The firm will submit the audit report to General Manager(Finance)-Internal Audit (CHQ), New Delhi in consultation with the Administrative/Finance Head of the station.
- The payment of fees as fixed will be made only after completion of audit work and submission of audit report. Bill for the fees will be submitted to General Manager (Finance) -Internal Audit along with a certificate indicating that audit has been conducted as per the guidelines framed by AAI and the work has been completed as per the agreed terms.
- In case of any dispute, the decision of Member(Finance), AAI shall be final and binding.