



# AIRPORT AUTHORITY OF INDIA

## INTERNAL AUDIT DEPARTMENT

**Tender id:- 2018\_AAI\_8880\_1**

### **NOTICE INVITING FINANCIAL BIDS FROM EMPANELLED CA/CMA FIRMS FOR CONDUCTING INTERNAL AUDIT FOR THE STATION/REGION OFFICE OF NORTH EAST REGION FOR THE 2017-2018 (RHQ(NER) & GUWAHATI AIRPORT)**

AAI invites financial bids from empaneled CA/CMA firms for conducting Internal Audit for the Stations/ Regional office of NORTH EASTERN REGION for the year 2017-2018. The Estimated Cost is mentioned in Annexure-I. Self –Help files/FAQ & System Settings (Annexure-II) is also available at E-tender portal with URL address <https://etenders.gov.in/eprocure/app>.

It is further informed that during the empanelment of CA/CMA firms the bids were received through AAI etender portal, which has now become obsolete and the new portal is in vogue. The unconditional acceptance letter is a prerequisite for call of financial bids and shall not be a determining factor for the financial quote since the bids are invited from empaneled agencies only.

(SHANT PANDEY)  
AGM - FINANCE (IA)  
AIRPORT AUTHORITY OF INDIA  
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**E-bids shall be submitted in two bid system as follows :**

### **TECHNICAL BID**

The technical bids shall contain Unconditional acceptance letter as per Annexure III which is required to duly signed and stamped by the authorized signatory and submitted under the technical bid folder in the form of scanned copy.

### **FINANCIAL BID**

This Financial Bid is called through the electronic process and can be downloaded from the e-tender portal of AAI with URL address <https://etenders.gov.in/e procure/app>. The Financial Bid is also available on AAI website [www.aai.aero](http://www.aai.aero) **Please note that the submission of the Financial Bid is essential and can only be uploaded through the E-tender portal <https://etenders.gov.in/e procure/app>.**

The last date of submission of financial bid is 16.03.2018 by 1500hrs. and the same shall open on 19.03.2018 at 1530hrs.

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## **General Information and Guidelines**

1. AAI reserves to itself the right to reject the conditional tenders without assigning any reason thereto. Further AAI reserves to itself the right to reject any or all the tenders without assigning any reason thereof and to call for any other detail or information from any of the tender(s).
2. CA/CMA firms shall be awarded the Internal Audit work for maximum 2 (two) stations in the Region.
3. In case any firm found to be the lowest in 2 (two) stations, the same will not be considered eligible for the remaining Region/Airports.
4. The above bid amount is inclusive of professional fees, TA/DA, local conveyance, lodging & boarding etc. except GST. No other payment shall be made except quoted above. The payment shall be released after acceptance of the report by the Competent Authority.
5. Cover-I Bidder should quote the rates in Download BOQ-sheet from the portal
6. Other terms & conditions as mentioned in the EOI dated 18/01/2017 / Technical bid shall remain same.

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**NAME OF THE STATION /REGIONAL OFFICE OF NORTH EASTERN REGION ALONG WITH ESTIMATED COST**

<b>S.NO.</b>	<b>NAME OF THE STATION/REGIONAL OFFICE</b>	<b>ESTIMATED COST (Rs.)</b>
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<b>1.</b>	<b>REGIONAL OFFICE (GUWAHATI)</b>	<b>1,17,000/- + (GST as applicable)</b>
<b>2.</b>	<b>GUWAHATI AIRPORT</b>	<b>94,600/-+ (GST as applicable)</b>

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**GUIDELINES TO BIDDERS/ SELF-HELP FILES/FAQ & SYESTEM SETTING**  
**(Help Desk Services)**

- a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help Desk services are available for the e-tender portal <https://etenders.gov.in/eprocure/app>. 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	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2.	Mr. Sanjeev Kumar Mgr.(IT)	After 4 Hours of Issue	<a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a> or <a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950, Ext-3505	0930-1800 Hrs. (MON-FRI)
3.	Mrs. S. Nita AGM(IT)	After 12 Hours	snita@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4.	General Manager(IT)	After 03 Days	gmitchq@aai.aero	011-24657900	0930-1800 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 CA/CMA firms are requested to submit their Financial Bid through AAI e-tender portal by using digital signature of Class III that includes (a) signing and (b) encryption within .

In case of any assistance please contact above mentioned person/personnel along with the undersigned bid manager

**BID MANAGER : Mr. SHANT PANDEY, AGM (Fin.) Phone No. 011-24645344/09899928337 and email id : [spandey@aai.aero](mailto:spandey@aai.aero)**

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Annexure-III

**TO BE SUBMITTED IN E-TECHNICAL BID**

**ACCEPTANCE LETTER**

**(Scanned copy for technical bids)**

(Refer Clause for technical bid of NIT)

To,  
THE GENERAL MANAGER FIN IA  
AIRPORT AUTHORITY OF INDIA  
NEW OFFICE COMPLEX  
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PH. NO. 01124629346

Sir,

**ACCEPTANCE OF AAI's E-TENDER CONDITIONS**

1. The e-tender documents for the **NOTICE INVITING FINANCIAL BIDS FROM EMPANELLED CA/CMA FIRMS FOR CONDUCTING INTERNAL AUDIT FOR THE STATION/REGION OFFICE OF NORTH EAST REGION FOR THE 2017-2018 (RHQ(NER) & GUWAHATI AIRPORT)** have been downloaded by me. I/we hereby certify that I/we have inspected and read the entire terms and conditions of the e-tender documents made available to me/us. Which shall form part of the contract agreement and I / we shall abide by the conditions / Clauses contained therein.
2. I/We hereby unconditionally accept the e-tender conditions of AAI's e-tender documents in its entirety for the above services.
3. The contents of Clause 1 of General information & guidelines of the Notice Inviting E-Tender of the E-Tender Documents has been noted wherein it is clarified that AAI reserves the right to reject the conditional e-tenders without assigning any reason thereto.
4. I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of AAI asks for bribe/gratification, I/We will immediately report it to the appropriate authority in AAI.

Yours faithfully,

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

(Signature of the e-tenderer)

with rubber stamp