

Dated : 7th January 2019

NOTICE INVITING QUOTATION

Tender id:- 2019_AAI_20546_1

Subject: “Engagement of firm of Chartered Accountants/CMA for preparation of Accounts of Regional Air Connectivity Fund Trust & its verticals and providing other taxation related services to RACFT.”

Brief: The Ministry of Civil Aviation, Govt of India launched Regional Connectivity Scheme in Oct 2016 to promote Regional Air Connectivity and designated Airports Authority of India (AAI) as the Implementing Agency for operationalization of the scheme. Airports Authority of India has registered a public charitable trust named “Regional Air Connectivity Fund Trust”(RACFT) to implement the Regional Connectivity Scheme under its overall supervision and administration.

Ministry of Civil Aviation has launched a scheme for enhancing air connectivity between Indian States and International Destinations. The scheme is being launched on the request of Govt of Assam and it can be extended to other State Govts. in case of demand. Airports Authority of India is likely to form other Trust/Trusts and manage the schemes under the respective Trusts as per directions of MoCA.

Airports Authority of India (Implementing Agency) through Regional Air Connectivity Fund Trust invites sealed quotation for “ Engagement of firm of Chartered Accountants/CMA for preparation of Accounts of Regional Air Connectivity Fund Trust & its verticals and providing other taxation related services to RACFT for a period of 3 (Three) years” from CA/CMA firms based or having branch office in Delhi which are on the panel of AAI-Internal Audit Deptt.for conduct of Internal Audit for AAI airports having experience in maintaining the books of accounts of Trusts / Societies etc. as per prevalent laws of the land.

The dates for submission and opening of Bids.

Published Date:- 07-Jan-2019 16:00 PM

Document Download / Sale Start Date:- 07-Jan-2019 16:00 PM

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Clarification Start Date:- 07-Jan-2019 16:00 PM

Clarification End Date:- 15-Jan-2019 15:00 PM

Bid Submission Start Date:- 07-Jan-2019 16:00 PM

Bid Opening Date:- 22-Jan-2019 15:00 PM

Bid Submission End Date:- **21-Jan-2019 15:00 PM**

The scope of work and other terms and conditions will be as follows:-

Scope of work :-

- 1) Maintenance of books of Accounts including subsidiary ledgers of Regional Air Connectivity Fund Trust & its verticals e.g. UDAN -International, UDAN-Tourism etc. in the Tally ERP or other computer software to be provided by RACFT by providing resources for updating the books of Accounts on the basis of transactions carried out, on regular basis (weekly) at Corporate Head Quarters of Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003 as per requirement of RACFT.
- 2) Preparation of Quarterly & Annual Accounts and schedules of RACFT & its verticals separately as per accounting policies and applicable Accounting standards in format of Accounts approved by C& AG.

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- 3) Maintenance of scheme-wise bank book, preparation of monthly- BRS, Debtors ledger, Creditors ledger, Trial Balance, Receipt & Payment Account, Income and Expenditure Account, Balance Sheet and other related ledgers.
- 4) Drafting of SOPs for collection & disbursement of funds from the Trusts and its verticals.
- 5) To provide expert opinion/advisory services on Income Tax / GST and other applicable laws related to RACFT & its verticals.
- 6) Filing of applications & liasoning with Income Tax Deptt. and assisting in completing the formalities for issuance/renewal of Tax certificates u/s 197(1)/195 and registration of the Trusts & and its verticals under relevant section of Income Tax Act. for claiming exemption of income of the Trusts & its verticals.
- 7) Filing of applications & liasoning with Govt Deptts and assisting in completing the formalities for issuance GST Regn. Nos., if applicable and other related issues.
- 8) Liasoning with Ministry of Finance /other Govt. Departments for issuance/renewal of GST notification of exemption of services relating to Trusts & its verticals activities.

9) Drafting of replies to queries raised by various stakeholders/SAOs in connection with above.

10)TDS:-

- a) Preparation and timely filing of quarterly and annual e-tds/Income Tax returns of the Trust/Trusts.
- b) Revision and correction of e-tds returns.
- c) Attending to notices of revision/demand/rectification demand raised by Income Tax Deptt.
- d) Revision/rectification if any, in returns mentioned above including previous year.
- e) Clearing /rectifying /nullifying of notices received under Income Tax Act 1961.
- f) Timely providing of hard and soft copies of quarterly form -16A as per requirement.
- g) Any other related issues.

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11)GST:-

- a) Obtaining GST Regn. number for RACFT and its verticals as per applicable law and providing guidance for its implementation in RACFT and its verticals.
- b) The firm shall be primarily responsible for preparing/checking /scrutinizing and filing of all the GST returns as applicable to RACFT and its verticals within the prescribed time as required under GST Act for the period of engagement.
- c) Reconciliation/matching to avail input tax credit with GSTR.
- d) Development of standardized format for compilation of Data from applicable accounting software for GST returns.
- e) Monthly reconciliation of GST Cash Credit Ledger as per books with Cash and credit ledger of GST portal.
- f) Verifying the data for TDS on GST payment, generation of challan, filing of monthly TDS on GST Return.
- g) Timely providing of hard and soft copies of Certificate of TDS on GST as per applicable law.
- h) Submitting prompt reply to GST related queries referred.
- i) Ensure proper compliance with GST Act.
- j) Stock valuation policy, E-way bills, records to be maintained under GST Act as applicable.
- k) Update the RCS officials about various amendments taking place in tax laws/rules/regulations, circulars, directions etc from time to time to ensure compliance.

- l) Guidelines/handbook of GST laws related to functioning of RCS for implementation of GST provisions.
 - m) GST accounting in RCS as per GST Law.
 - n) Ensure eligible input tax credit is taken by review of books of accounts of RACFT and its verticals.
 - o) Submission of Report on review conducted on GST accounting and also to provide guidance for resolving the areas of concern.
- 12) The above mentioned scope of work is indicative and not exhaustive. Scope of work shall include providing professional assistance for all the activities /matters related to TAX laws applicable to RACFT & its verticals.

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TERMS AND CONDITIONS:

- 1) *The Fee may be quoted in format enclosed. However, overall financial quote will be considered for L1 purposes. Payment will be regulated in proportion to the ratio of estimated fee i.e 1:2:2 to that of overall quoted fee. In case, if the actual quote of any year is less/more than the proportionate amount thus arrived at, the lower of the two will be considered for payment. The payment will further be released on quarterly basis on completion of assignment of that quarter and the payment of last quarter of FY will be released on filing of annual e-Income Tax /GST and other applicable Returns for that Financial Year. All payment shall be subject to recoveries towards statutory deductions. The payment will be made by electronic transfer to the account of firm.*
- 2) *The quoted fee shall be inclusive of all charges. No TA & DA/conveyance etc will be paid.*
- 3) *The estimated cost for three years is Rs. 4,00,000/- (Rs. Four lakh only). However,GST shall be payable extra, as applicable.*
- 4) *The CA/CMA firms should have valid PAN and GST registration number.*
- 5) *The soft copies of the opinions as well as the printouts of the data provided during the contract period shall be the property of RACF Trust and the firm shall*

not have any right to claim possession on use of data for any purpose other than for and on behalf of RACF Trust at any stage.

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- 6) Quotation received through FAX / e-mail or any other mode will also not be considered.*
- 7) Quotation may be submitted strictly as per above terms and conditions. Quotation not received as per above conditions is liable for disqualification.*
- 8) It is requested to put transparent cello tape on the quoted fee to avoid tampering.*
- 9) RACF Trust reserves the right to reject any/all quotations without assigning any reason.*
- 10) RACF Trust reserves the right to cancel or terminate the contract by giving one month notice in case the services are not satisfactory.*
- 11) RACF Trust reserves the right to add or withdraw any work from the scope of work without assigning any reason thereof.*
- 12) In case of any dispute, the decision of Executive Director(RCS)/Secretary of RACFT will be final.*

For Clarifications, if any :-

The matter may be addressed to Sh D Bhojwani, GM(F&A)-RCS, Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003 on his e-mail : Dbhojwani@aai.aero or on phone no. 011-24657921.

*Secretary
For Regional Air Connectivity Fund Trust (RACFT)*

Format

Quotation for the work " Engagement of firm of Chartered Accountants/CMA for preparation of Accounts of Regional Air Connectivity Fund Trust & its verticals and providing other taxation related services to RACFT" for three years									
		Estimated Fee			Total	Quoted Fee			Total
SI No.	Services	FY 2018-19	FY 2019-20	FY 2020-21		FY 2018-19	FY 2019-20	FY 2020-21	
1	As per scope of work of NIQ	80000	160000	160000	400000				
	Total	80000	160000	160000	400000				

Quoted fee
(Rs.) in figures: _____

Quoted fee
(Rs.) in words: _____

Note :(1) Payment will be regulated in proportion to the ratio of estimated fee i.e 1:2:2 to that of overall quoted fee. In case, if the actual quote of any year is less /more than the proportionate amount thus arrived at, the lower of the two will be released. The payment will further be released on quarterly basis on completion of assignment of that quarter and the payment of last quarter of FY will be released on filing of annual e-Income Tax/GST and other applicable Returns for that Financial Year.

(2) No other charge/fee will be paid. However, GST will be paid extra.

SIGNATURE OF BIDDER WITH SEAL