

AIRPORTS AUTHORITY OF INDIA
Civil Airport, Jammu

Notice Inviting Quotation (NIQ)

Name of work: GST consultancy with filing of GST returns at Civil Airport, Jammu.

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AIRPORTS AUTHORITY OF INDIA
NOTICE INVITING QUOTATION

1. Quotations are invited by DGM (Finance), Airports Authority of India(AAI), Civil Airport, Jammu on behalf of the Airport Director, AAI, Jammu for the work “**GST consultancy with filing of GST returns at Civil Airport, Jammu**” at an estimated cost of **Rs. 50000/-**(Excluding GST) from Chartered Accountant/Cost Accountant firms having experience in handling work of Indirect Taxation. Time allowed for completion of job work is **3 Months** from the date of award work.
2. Detailed scope of work pertaining to this job assignment is given at **Annexure-A**
3. The Quotation shall be submitted in the prescribed Form.
4. Not more than one Quotation shall be submitted by a Chartered Accountant/Cost Accountant firm. No two or more concerns in which an individual has an interest, as Proprietor and/or Partner shall quote for the execution of the same works. If they do so, all such quotations shall be liable to be rejected.
5. In the event of the quotation being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner; it must be signed on his behalf by a person holding a power-of-attorney/letter authorizing him to do so. Such power of attorney/authorization letter to be submitted in **Envelope -I** along with other required documents.
- 6.1 Quotation documents consisting of nature of the work to be done, the conditions of contract and other necessary information will be open for inspection in the **office of the Dy. G.M. Finance, AAI, Civil Airport, Jammu-180003 between 11.00 am & 4.00 PM every day except Saturday, Sunday and public holidays.**
- 6.2 **Last date and time of submission of Quotation (Envelope I & II) is 02.01.2019 upto 1130 Hrs.**

Quotation document can be downloaded from the AAI website <https://www.aai.aero/en/tender/tender-search> or the same can be collected from O/o DGM (Fin.), AAI, Jammu.
- 7 Bidders are advised to inspect and examine the nature of work & workplace and satisfy themselves before submitting their quotations so as to the quantum of work, the means of access to the site, etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their quotation. A Bidder shall be deemed to have full knowledge of the work to be carried out whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 8 Submission of a quotation by a Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done.
9. Rate for Job assignment only to be quoted in “**FINANCIAL/PRICE BID**” **Annexure-C (Envelope II)** only.

- 10 Notification of Award of contract will be made in writing to the successful bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any quotation or to give any reason for his decision. A responsive bidder is one who submits priced quotation and accepts all terms and conditions of the specifications and contract documents. A Bidder shall submit a responsive bid, failing which his quotation will be liable to be rejected.
 11. Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the Bidders who resort to canvassing will be liable to be rejected.
 12. On acceptance of the quotation, the name of the accredited representative(s) of the Chartered Accountant/Cost Accountant firm who would be responsible for taking instructions for this job assignment from the Finance-in-Charge shall be communicated to AAI by the successful bidder.
 13. A bidder shall submit the quotation which satisfies each and every condition laid down in this notice, failing which the quotation will be liable to be rejected.
 14. All quoted rates shall be inclusive of all taxes (excluding GST) and levies payable under respective statutes. However, pursuant to the Constitution (46th Amendment) Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of quotation including extensions if any and the Chartered Accountant/Cost Accountant firm thereupon necessarily and properly pays such taxes / levies, the Chartered Accountant/Cost Accountant firm shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Finance-In-Charge (whose decision shall be final and binding on the Chartered Accountant/Cost Accountant firm) attributable to delay in execution of work within the control of the Chartered Accountant/Cost Accountant firm.
 15. **MODE OF SUBMISSION OF QUOTATION:** Following 2 envelopes shall be submitted to O/o Dy. General Manager (Finance), Civil Airport, Jammu-180003 before the last date & time for submission of Quotation document i.e. up to **02.01.2019 1130 Hrs.**
 - 15.1 **Envelop-I (Technical Bid):** Envelope-I containing self attested documents duly signed with seal of firms/company relating to following qualifying requirement for this job work to be submitted:
 - a. Duly signed & stamped Unconditional Acceptance of AAI's Tender conditions on Company/Firm's letter head strictly as per Proforma given in **Annexure-B**.
 - b. The bidder must be a Chartered Accountant from the Institute of Chartered Accountant or a Cost Accountant from Institute of Cost and Works Accountants of India or equivalent possessing certificate of practice from the concerned professional Body/Institute.
 - c. The Chartered Accountant / Cost Accountant/ Firm should have a valid PAN & GST number.
 - d. The participating firm/consultant should have at least three years experience in Indirect Taxation and documentary evidence in support of requisite work experience to be enclosed.
 - e. Authorization letter/Power of Attorney: Authorization letter/power of attorney (if applicable) to be submitted.
- Note:** Envelope-I containing documents for prequalification as indicated above shall be opened on 02.01.2019 at 1500 hours. The intimation regarding eligible/non-eligible for further participation in the quotation will be intimated to the Firms through emails.

- 15.2 **Envelope II- The Financial/Price Bid**: Price Bid is to be submitted in the prescribed format i.e. Annexure-C. Rates are to be quoted by Bidder in the “**Rate column**” of **Annexure-C** only. Brief description of Job work is given in “**Item**” section in Financial/Price Bid. Full description of job work is available in Scope of Work (**Annexure-A**) of Quotation document. **Annexure-C duly filled-up & signed under firm’s seal/stamp should be placed in Envelope II.**
- 15.3 **Both Envelope I & II** should be enclosed in a **Master Envelope** with Name of Work “**GST consultancy with filing of GST returns at Civil Airport, Jammu**” super-scribed on it.
16. The financial bid of the Firms meeting the qualifying requirements shall only be opened on **02.01.2019 at 1530 hours**. Once the prospective consultant has submitted a quotation documents along with unconditional acceptance letter, he is not permitted to add any conditions or put any remark(s) in / along with the quotation Documents. In case the conditions above is found violated, the quotation shall be rejected.

GENERAL CONDITIONS OF THE CONTRACT

1. No official of Gazetted rank or other Gazetted Officer employed in Administrative duties in finance Department of Airports Authority of India/Govt. of India is allowed to work as a consultant for a period of two years of his retirement from Airports Authority of India/ Government service, without the previous permission of Airports of India/Govt. of India. The contract is liable to be cancelled if either the Chartered Accountant/Cost Accountant or any of his employees is found at any time to be such a person who had not obtained the permission of Airports Authority of India/Govt. of India as aforesaid before submission of the quotation or engagement in the consultant's service.
2. The quotation for the work shall remain open for acceptance for a period of (30) thirty days from the date of opening of Financial Bid. If any Bidder withdraws his quotation before the said period or makes any modifications in the terms and conditions of the quotation which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liberty to debar the firm/agency from participation in any AAI tender for a period of two years.
3. The Chartered Accountant/Cost Accountant firms shall give a list of AAI employees related to the firm. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India. Any breach of this condition by the consultant would render him liable to be debarred from Tendering/Quotation for next 2 years.
4. AAI, if required, can seek clarification/additional documents relating qualifying requirement/Technical Bid from the bidders during the tender process.
5. This notice of Quotation shall form part of the contract documents. The successful Bidder/Consultant, on acceptance of his Quotation by the Accepting Authority shall within 10 days from the date of award of work sign the contract consisting of Notice inviting Quotations, General conditions of contract, special/additional conditions, quotation conditions as issued at the time of invitation of quotation and acceptance thereof with any correspondence leading there to.
6. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call of quotation process at any stage without assigning any reason.
7. AAI reserves the right to disallow issue of quotation document to working agencies whose performance at ongoing assignment (s) is below par and usually poor and has been issued letter of restrain/Temporary /Permanent debar by any department AAI.AAI Reserve the right to verify the credential submitted by the agency at any stage (before or after the award the work).
8. If at any stage, any information/ documents submitted by the bidders is found to be incorrect / false or have some discrepancy which disqualifies the firm then AAI shall debar the agency from tendering in AAI, apart from any other appropriate contractual / legal action.
9. Consortium /JV Companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

10. If the entity participating in any of the quotations is private or private limited company, partnership firm or proprietary firm and any of the Directors/Partners/Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the Authority, the said entity shall not be allowed to participate in AAI tenders/quotations.
11. **Deduction of Security Deposit:** Successful Bidder is required to submit security deposit equivalent to 10% of contract amount in form of Demand Draft from Scheduled Bank in India in the name of "AIRPORTS AUTHORITY OF INDIA" within 10 days from the date of award of work. Otherwise, Security Deposit (SD) shall be recovered/adjusted from the bill(s) @ 10% of Gross bill amount.
12. **Release of SD:** The SD deducted/submitted shall be refunded after two months of completion of the contract.
13. **Statutory Deductions:** TDS as per Income Tax Act and other applicable deductions, if any, in respect of payments to successful bidder for this job assignment will be made per applicable Acts of Central/State Govts. & other statutory authorities, if any.
14. **Local office:** The bidder should have an office in Jammu and should assign at least one fully qualified CA/CMA for GST Consultancy to AAI, Jammu.
15. **Reimbursement of TA/DA for outstation:** No TA/DA shall be applicable to the assignment.
16. **Payment terms:** Payment shall be made on monthly basis on satisfactory completion of the work and submission of valid Tax Invoice.
17. The successful bidder will ensure that the information obtained in respect of the operations of the unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the bidder at the time of acceptance of Audit assignment.

For and on behalf of
Airports Authority of India

(Signature)
Designation: Dy. GM (Finance)
Date: _____

SCOPE OF WORK

Name of Work: **GST consultancy with filing of GST returns at Civil Airport, Jammu.**

1 Introduction :

1.1 Airports Authority of India (AAI) intends to take consultancy services of eligible Chartered Accountant Firm on GST law including the service of filing of periodical returns of GST for Offices/Stations of AAI in Jammu & Kashmir State through Civil Airport, Jammu

1.2 Purpose/ Scope of Work

1.2.1 Consultancy on all matters concerning GST Law and any matters emerging out of it and filing of GST returns.

1.2.2 Job work involves the following activities:

- Replying to any queries raised by AAI, J & K stations on GST Law and Rules or any other matter emerging out of it or related to it.
- Providing of Legal/Professional opinion on matters of GST Law concerning AAI.
- Keeping AAI up-to-date with important changes in GST Law concerning AAI.
- Filing of periodical GST returns (including Annual Return for the year 2017-18) for AAI Jammu State for which Civil Airport, Jammu is the Nodal Station.
- One time reconciliation of GST Returns/Accounts for the financial year 2017-18 & 2018-19 and advising on the corrective measures for the deviations.

1.2.3 **Period of Contract shall be Three (03) months from the date of acceptance of Award.**

ACCEPTENCE LETTER

Dy.General Manager (Finance),
Airports Authority of India,
Civil Airport,
Jammu-180003

Name of work: **GST consultancy with filing of GST returns at Civil Airport, Jammu.**

Sir,

I/We hereby certify that I/We have read the entire terms and conditions of the quotation documents made available to me/us on AAI website/ in the office of Dy.G.M. (Finance), AAI, Civil Airport, Jammu, which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein. I/We hereby unconditionally accept the conditions of AAI's Quotation document in its entirety for the above work.

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. If any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority in AAI.

I/We agree that "If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarred from tendering in AAI, apart from any other appropriate / Legal action".

I/We further certify that

- All the information provided by me/ us herein/ above is correct.
- I/We have no objection if enquiries are made about the work listed by me.

Thanking you,

**(Signature of the CA/CMA/Authorised partners of the firm)
With Rubber Stamp**

Dated: _____

(To be submitted on Company's Letter head)

FINANCIAL / PRICE BID

Name of Work: **GST consultancy with filing of GST returns at Civil Airport, Jammu.**

SL. NO.	DESCRIPTION OF ITEM	UNIT	RATE IN FIGURES (to be quoted in INR excluding of GST)
1.	GST consultancy with filing of GST returns at Civil Airport, Jammu (3 months) (as per scope given in the Quotation Document)	One Job	

(Amount in words _____)

**(Signature of the Bidder)
Name & Address of Firm
Stamp/Seal of firm.**