



# AIRPORTS AUTHORITY OF INDIA

## INTERNAL AUDIT DEPARTMENT

**Tender id:- 2019\_AAI\_23478\_1**

Notice Inviting Technical & Financial Bids (two envelope system) from the Empanelled CA/CMA firms of Northern Region for conducting Audit of Aerodrome/Airport Licensing Department, Corporate Head Quarter (CHQ), Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi for the period from 01.04.2017 to 31.03.2018 ( 2017-2018 ).

AAI invites Technical & financial bids from Empanelled CA/CMA firms for conducting Internal Audit of Aerodrome/Airport Licensing Department, Corporate Head Quarter (CHQ), Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi for the period from 01.04.2017 to 31.03.2018 ( 2017-2018 ).

The Estimated Cost is mentioned in Annexure-IV. Self –Help files/FAQ & System Settings (Annexure-V) is also available at E-tender portal with URL address <https://etenders.gov.in/eprocure/app>.

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It is further informed that during the Empanelment of CA/CMA firms, the bids were received through AAI e-tender portal, which has now become obsolete and the new portal is in vogue. The unconditional acceptance letter in envelope-I (Technical) is a prerequisite for call of financial bids (envelope-II). In case of any deficiency required to be corrected by the firms they can make it before the opening of financial bids (Envelope - II) otherwise financial bids will not be opened to that firm(s)

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AGM - FINANCE (IA)  
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E-bids shall be submitted in two bid system as follows :

### **TECHNICAL BID ENVELOPE - I**

The Technical Bid shall contain Unconditional acceptance letter as per Annexure VI which is required to be duly signed and stamped by the Authorized Signatory of the Firm and submit under the Technical bid folder in the form of scanned copy.

### **FINANCIAL BID ENVELOPE - II**

The 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/eprocure/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/eprocure/app>.

The last date of submission of financial bid is 05.03.2019 by 15:00hrs. And same shall be opened on 06.03.2019 at 15:30hrs.

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## General Information and Guidelines

1. AAI reserves to itself the right to reject the conditional Tenders/Bids without assigning any reason thereto. Further AAI reserves to itself the right to reject any or all the tenders/Bids without assigning any reason thereof and to call for any other detail or information from any of the tender(s).
2. CA/CMA firm shall be awarded the Internal Audit work after approval of the competent Authority.
3. Firm may submit their bill/Invoice after the approval of competent Authority and acceptance of the Report.
4. The above bid amount is inclusive of professional fees, TA/DA, local conveyance, lodging & boarding etc. except GST/Applicable taxes. No other payment shall be made except quoted amount. The payment shall be released after acceptance and approval of the report by the Competent Authority.
5. Bidder should quote the rates in Downloaded BOQ-sheet from the CPP Portal.
6. **Time allowed for Auditing as per the scope of work is 05 working days and the team of Audit shall include 3 members of which one should be a Partner/Sr. Chartered Accountant. The Audit report should be submitted within 07 days of the Audit completed by the Firm.**
7. Terms of Payment : The payment will be released only after acceptance and approval of the Competent Authority.
8. Penalty for Delay : If the assigned job is not completed within stipulated period / Time by the agency / firm, AAI reserve the rights to levy/ impose penalty for delay in completion of said work and the penalty may be 1% (one percent) of bid value per week of delay or lesser amount as decided by the competent authority subject to a maximum of 10% of bid value.

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## Annexure-IV

Name of the Audit Work— To conduct Internal Audit of Aerodrome/Airport Licensing Department, at Corporate Head Quarter (CHQ), Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi for the period from 01.04.2017 to 31.03.2018 (2017-2018) by Empanelled CA/CMA of Northern Region.

S.NO.	NAME OF THE Audit Work & Office	ESTIMATED COST (Rs.)
1.	Conducting Internal Audit of Aerodrome/Airports Licensing Department at CHQ, Airports Authority of India, Rajiv Gandhi Bhawan, New Delhi for the period from 01.04.2017 to 31.03.2018(2017-2018).	80,000/- (Eighty thousand only) + (GST/Applicable taxes )

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Annexure-V

**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/e procure/app>. The Help desk services shall be available on all working days (except Sunday and Holiday) 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-3505,3523	0930-1800 Hrs. (MON-FRI)
3.	Mrs. S. Nita AGM(IT)	After 12 Hours	<a href="mailto:snita@aai.aero">snita@aai.aero</a>	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4.	General Manager(IT)	After 03 Days	<a href="mailto:gmitchq@aai.aero">gmitchq@aai.aero</a>	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 Technical & 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](#)

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## Annexure-VI

**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  
SAP, NEW DELHI-110003  
PH. NO. 01124629346

Sir,

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

1. The e-tender documents for the NOTICE INVITING Technical & FINANCIAL BIDS FROM EMPANELLED CA/CMA FIRMS of the Northern Region for conducting Internal Audit of Aerodrome/Airport Licensing Department of AAI at CHQ, Airports Authority of India, Rajiv Gandhi Bhawan, New Delhi for the period from 01.04.2017 to 31.03.2018 (2017-2018), 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