



NIQ DOCUMENT

- Name of work:** Engagement of GST consultant for Filing of GST Returns, Returns for TDS & TCS under the GST regime implemented w.e.f October 2018 and to give professional advice on GST issues (refer ANNEXURE-I Scope of Work) for Airports Authority of India, for the state of Assam, Meghalaya, Mizoram, Arunachal Pradesh, Nagaland, Manipur and Tripura for a period of 12 months initially, extendable by further Six months on same terms and conditions on satisfactory performance during the Twelve months.

| CRITICAL DATE SHEET | | |
|---------------------|---|---|
| 1 | Published Date | 06-11-2018 at 1800 Hrs. |
| 2 | Bid Document Downloaded/Sale start date | 06-11-2018 from 1800 Hrs. |
| 3 | Clarification Start Date | 06-11.2018 to 13.11.2018 during working hours i.e 0930 hrs to 1800 hrs except Saturday & Sunday |
| 4 | Bid Document Download/Sale End Date | 16-11-2018 upto 1500 Hrs. |
| 5 | Bid Submission Start Date | 06-11-2018 at 1800 Hrs. |
| 6 | Bid Submission End Date | 16-11-2018 upto 1500 Hrs. |
| 7 | Bid Opening date: Cover I (Technical Bid) | 20-11-2018 at 1530 hrs. |
| 8 | Bid Opening date : Cover II (Financial Bid) | 29.11.2018 at 1530 hrs |

EMD Amount Rs. 5,000/- (Rupees five thousand only)

Certified that this Draft NIT Contains pages numbered serially from 01 to 17 Pages.

Sd/ -
Asstt. General Manager (Finance),
AAI, RHQ, NER, Guwahati

AIRPORTS AUTHORITY OF INDIA
North Eastern Region, Guwahati - 781015

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Certified that this NIQ document contains total 17 (**Seventeen only**) pages including index and cover pages.

Sd/ -
Asstt. General Manager (Finance),
AAI, RHQ, NER, Guwahati

NOTICE INVITING e-QUOTATION (Two Envelopes Open Tender)

AAI/RAU/NER/GST/18-19/

Date: 06-11-2018

1. NIQ are invited through the CPP e-tendering portal by General Manager (Finance), Airports Authority of India, Regional Head Quarter, North Eastern Region, Guwahati - 781 015 on behalf of Chairman, A.A.I. from the Chartered Accountant/ Cost Accountant/ Indirect Tax Firm/Consultant for the work of **Engagement of GST consultant for Filing of GST Returns, Returns for TDS & TCS under the GST regime implemented w.e.f October 2018 and to give professional advice on GST issues (as per Scope of Work-Annexure-I) for Airports Authority of India, for the state of Assam, Meghalaya, Mizoram, Arunachal Pradesh, Nagaland, Manipur and Tripura for a period of 12 months initially, extendable by further Six months on same terms and conditions on satisfactory performance during the Twelve months.**
2. The bidding process is online at NIC e-portal URL address <https://etenders.gov.in/eprocure/app> Aspiring bidders may go through the NIQ document by "Login CPP Portal".
3. Prospective Bidders are advised to get themselves acquainted for e-tendering participation requirements available at "INSTRUCTION TO BIDDER", register themselves at NIC e-tender Portal, obtain 'User ID' & 'Password' and go through the 'Self Help Files' available in the Home Page after log into the Portal "<http://etenders.gov.in>." They should also obtain Class II or Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 day time. The Bidder may also take Guidance from AAI Help Desk Support (Contact Details mentioned in Instruction to Bidder). Bidders are advised to visit CPP Portal Website regularly to keep themselves updated as any change/modification in the tender will be intimated through this website only.
4. NIQ Documents may be downloaded from CPP Portal: <http://etenders.gov.in/eprocure/app> and Airports Authority of India web site www.aai.aero (For Reference only) as per the Schedule [Critical Dates] given below:

CRITICAL DATES

| CRITICAL DATE SHEET | | |
|---------------------|---|---|
| 1 | Published Date | 06-11-2018 at 1800 Hrs. |
| 2 | Bid Document Downloaded/Sale start date | 06-11-2018 from 18.00 Hrs. |
| 3 | Clarification Start Date | 06-11.2018 to 13.11.2018 during working hours i.e 0930 hrs to 1800 hrs except Saturday & Sunday |
| 4 | Bid Document Download/Sale End Date | 16-11-2018 upto 1500 Hrs. |
| 5 | Bid Submission Start Date | 06-11-2018 at 1800 Hrs. |
| 6 | Bid Submission End Date | 16-11-2018 upto 1500 Hrs. |
| 7 | Bid Opening date: Cover I (Technical Bid) | 20-11-2018 at 1530 hrs. |
| 8 | Bid Opening date : Cover II (Financial Bid) | 29.11.2018 at 1530 hrs. |

BID SUBMISSION: The Following Two E-Covers shall be submitted through online CPP Portal by the Bidders as per **Critical Dates** given above.

E-Cover - I (Technical Bid) shall contain the following Documents: (Bidder may refer para 2 of Instruction to Bidders at page no 6)

- a. Scanned Copy [in PDF Format] of Unconditional Acceptance of AAI's NIQ Conditions as per "**ANNEXURE-II**" on bidder's letter head.
- b. EMD amounting to **Rs. 5000/- (Rupees Five Thousand only)** to be deposited online through RTGS/ NEFT/ Bank transfer to **AAI SBI Account No. 30854418615** **IFSC Code SBIN0003776**. Bidder shall have to upload Scanned Copy [in PDF Format] of details of Earnest Money Deposit [EMD] as per **ANNEXURE-III**.
- c. Scanned Copy [in PDF Format] of PAN card of the bidder.
- d. Scanned Copy [in PDF Format] of Registration Certificate of GSTIN of the bidder.
- e. Scanned Copy [in PDF Format] of Experience Certificates/ Award letter for GST matter, issued in the name of the bidder.
- f. Scanned copy (in PDF Format) of Certificate of practice from the concerned Institute i.e Institute of Chartered Accountant of India or Institute of Cost Accountants of India.
- g. Scanned copy (in PDF Format) of Office address located at Guwahati, contact details of Bidder like Land line/ Mobile No, E-mail etc. on bidder's letter head.
- h. Scanned copy (in PDF Format) of self declaration as per **ANNEXURE-IV** on bidder's letter head.

The Bidder shall upload the digitally signed file of scanned documents, in support of their meeting each criteria mentioned above in the CPP Portal. Hard copy of application shall not be entertained. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The above documents are compulsorily uploaded in the CPP Portal in E-Cover-I. In case of Non submission of any or all the above documents from Sl. no. a to h above, the bid shall be rejected, and no further opportunity would be given.

E-Cover - II shall contain only the Financial Bid. Bidder has to submit their financial quotes in Firm's letter head as per prescribed format (**ANNEXURE-V**) duly signed by the authorized signatory along with seal.

5. **BID OPENING PROCESS:**

E-Cover-I: Containing Documents uploaded by the Bidder shall only be opened on the Date as specified in the Critical Date Table. If any clarification is needed from the bidder about the deficiency in uploaded documents, the bidder shall be asked to provide it through Short Fall Documents folder in e-tendering Portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection. The intimation regarding acceptance / rejection of their bids will be intimated to the Bidder through CPP Portal only.

E-Cover-II: The Financial Bids of the Bidders found to be meeting the qualifying requirements of E-cover- I (Technical Bid) shall only be opened.

6. REFUND OF EMD

Refund of EMD of unsuccessful bidders who fail to qualify the eligibility stage shall be initiated within minimum 7 days of their rejection. For all bidders who qualify and their financial bids are opened the refund of EMD of all unsuccessful bidders shall be processed within minimum 7 days of opening of the financial bid.

7. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off NIQ process at any stage without assigning any reason.
8. AAI reserves the right to disallow issue of NIQ document to working agencies whose performance at ongoing project(s) is below par and usually poor and has been issued letter of restrain / temporary / permanent debar by any department of AAI. AAI reserve the right to verify the documents submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then AAI shall take the following action:
 - a. Forfeit the entire amount of EMD submitted by the firm.
 - b. The agency shall be liable for debarment 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 the NIQ is a private or public 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, then the said entity shall not be allowed to participate in AAI NIQ.

Asstt. General Manager (F&A)
For General Manager (F&A),
AAI, RHQ, NER

INSTRUCTIONS TO BIDDERS

1. ELIGIBILITY CRITERIA :

The Bidder shall submit their application only at CPP portal <https://etender.gov.in/eprocure/app> . Bidders are advised to follow the instruction provided in the NIQ Document for online submission of Bids. Uploading of application in location other than specified above shall not be considered. Hard Copy of Application shall not be entertained.

2. Eligibility for participation in the NIQ

- 2.1 The bidder must be Chartered Accountants from the Institute of Chartered Accountant of India (ICAI) or Cost Accountants from Institute of Cost Accountants of India (ICAI) or equivalent having office at Guwahati. The Bidder must submit certificate of practice from the concerned Institute i.e Institute of Chartered Accountants of India or Institute of Cost Accountants of India.
- 2.2. The Bidder should have Permanent Account Number (PAN) and GST Registration Number.
- 2.3 Proof of execution of works: Experience Certificates/ Award letter for GST matter, issued in the name of the Bidder.
- 2.4 Bidder shall have an Office at Guwahati, so that the they can visit AAI, RHQ, NER as and when required by AAI. The Bidder is required to provide the details of office address, contact details like Land line no. / Mobile no. and E-mail address etc.
- 2.5 EMD of unsuccessful bidders shall be returned. Refund of EMD to bidders who fail to qualify the technical stage shall be initiated within 7 days of their rejection. For all bidders whose financial bids are opened the refund of EMD except for L1 bidder shall be processed within 7 days of opening of the financial bid. For refund of EMD bidder has to submit their bank details as per ANNEXURE-III.

3. E-cover- I (Technical Bid) -

List of documents mentioned at para 4 (a to h) of NIQ document only to be attached with the E-Cover-I (Technical Bid).

4. E-Cover II (Financial Bid) – The Financial e-Bid through CPP Portal

All rates shall be quoted in the Format provided at ANNEXURE-V and no other format is acceptable. **Bidder should quote their rate state wise**

separately exclusive of GST, mentioning GST Rate & HSN No. Bidder who quoted the lowest rate at overall total will be considered as L1 bidder.

5. For any Technical related queries please call the AAI Helpdesk. The 24x7 Help Desk details are as below:

(i) Tel: 0120-4200462, 0120-4001002, Mobile: +91 8826246593

Email: support-eproc@nic.in

Bidders are requested to kindly mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the Contact Details.

(II) For any Issues / Clarifications relating to the publishing and submission of AAI NIQ.

a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <http://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).

b. Before submitting queries, bidders are requested to follow the instructions given in "Guidelines to Bidders" and get their computer system configured according to the recommended settings as specified in the portal at "System Settings for CPPP".

6. The escalation matrix is as mentioned below:

| SL. No. | Support Persons | Escalation Matrix | E-Mail Address | Contact Numbers | Timings* |
|---------|-------------------------|-----------------------|--|------------------------------------|----------------------------|
| 1. | Help Desk Team | Instant Support | eprochelp@aai.aero | 011-24632950, Ext-3512 (Six Lines) | 0800-2000 Hrs. (MON - SAT) |
| 2. | Sanjeev Kumar, Mgr.(IT) | After 4 Hrs. of Issue | etendersupport@aai.aero or sanjeevkumar@aai.aero | 011-24632950, Ext-3523 | 0930-1800 Hrs. (MON-FRI) |
| 3 | S. Nita, AGM(IT) | After 12 Hrs. | snita@aai.aero | 0930-1800 Hrs. (MON-FRI) | |
| 4 | General Manager(IT) | After 03 Days | gmitchq@aai.aero | 011-24657900 | 0930-1800 Hrs. (MON-FRI) |

*The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.

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.

7. Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only. Bids shall be submitted online only at CPP portal: <http://etenders.gov.in>

OTHER TERMS & CONDITIONS OF THE NIQ

1. Bidders shall submit the quotation which shall satisfy conditions laid down in the NIQ document, failing which the quotation will be liable to be rejected. Also if the documents submitted by the firm are found to be incorrect or have some discrepancies which disqualifies the firm then the AAI shall take the following action:
 - a) Forfeit the entire amount of EMD submitted by the firm,
 - b) Debar the Firm for minimum 3 years to participate in Quotation for AAI in any name.
2. Security Deposit shall be @10% of total Contract value. EMD in respect of the successful bidder shall be converted to Security Deposit and balance amount payable if any, to be paid within seven (07) days from the date of award of contract. The amount of SD shall be refunded after successful completion of the contract.
3. AAI shall forward the required data in excel format as per AAI format. Agency has to collect the data and arrange the data according to GST return format for filling of GST returns.
4. In case of any default leading to penalty on the part of agency, the same shall be borne by them.
5. Demand Notice from Tax Authority: -After filing of GST return, if there is any Default Notice is received from GST Authority, the responsibility for resolving the issue will be rest with the Agency within the specific time given by the Authority.
6. No subletting of the contract shall be permitted.
7. The contract can be terminated by AAI giving one month notice without assigning any reason thereof.
8. Effect and Legal Jurisdiction:
 - i) The contract shall be considered as having come into force from the date of issue of letter of award of the contract by AAI.
 - ii) The law applicable to this contract shall be the law enforced in india. The courts of Guwahati shall have exclusive jurisdiction in all matters arising out of this contract.
9. **Paying Authorities:** Payment shall be made by RHQ , NER on monthly basis within 10 working days, from the date of received of valid invoices.
10. Agency shall keep updated AAI regarding any changes of GST rules & regulations.

11. DISPUTE RESOLUTION MECHANISM:

- a. If a dispute of any kind, whatsoever, arises between AAI and agency in connection with or arising out of the contract or the execution of the works, whether during the execution of the works or after their completion and whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action, opinion, instruction, determination; the matter in dispute shall, in the first place, be referred to the Dispute Resolution committee(DRC) appointed by Chairman, Airports Authority of India.
- b. DRC thus constituted may act as 'conciliator' and will be guided by principles of 'conciliation' as included in part III of Arbitration & conciliation Act 1996. DRC should take into consideration, rights and obligations of parties, usage to trade

concerned and circumstances surrounding the dispute(s), including any previous business practices between parties. Efforts of DRC should be to come to an amicable settlement of outstanding disputes. If parties agree, a written settlement will be drawn up and signed by the parties. DRC will authenticate the settlement and furnish a copy to each party.

12. Bidders are advised to inspect and examine the nature of work and satisfy themselves before submitting their quotations so as to know the quantum of work. 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.

13. 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 of scope of the work to be done.

14. The Bidder shall give a list of AAI employees related to him, if otherwise NIL report to be submitted.

SCOPE OF WORK

Assignment: - Engagement of GST consultant for Filling of GST Returns, Returns for TDS & TCS under the GST regime implemented w.e.f October 2018 and to give professional advice on GST issues for Airports Authority of India, for the state of Assam, Meghalaya, Mizoram, Arunachal Pradesh, Nagaland, Manipur and Tripura for a period of 12 months initially, extendable by further Six months on same terms and conditions on satisfactory performance during the Twelve months.

The consultancy services shall include but shall not be limited to:-

- Filling of GST Returns, Returns for TDS & TCS under GST regime implemented w.e.f 01.10.2018 as per GST regulation for the state of Assam, Meghalaya, Mizoram, Arunachal Pradesh, Nagaland, Manipur and Tripura.
- Average number of entries for filling of GSTR1 for Assam 495, Meghalaya 50, Arunachal Pradesh 20, Mizoram 25, Nagaland 100, Manipur 110 and for Tripura 150 is approx. per month as on date. The figure may increase or decrease. For increase/ decrease of entry by 10% or 10 numbers whichever is higher the quoted rate will be same; for increase/ decrease of entries beyond the limit payment will be made extra/ deducted proportionately for entry over and above the prescribed limit. However, no reduction will be made on quoted rate for entry upto 20 numbers per state per month.
- Data for filling of return shall be downloaded from AAI system and provided by AAI to the agency as per AAI reporting format. Agency has to arrange the data as per GST return format if required.
- However, before uploading the data the same shall be required to be reviewed for correctness/mismatch of data if any, and contact AAI immediately.
- After filing of return, if there is any Default Notice is received from GST Authority, the responsibility for resolving the issue will be rest with the Agency within specific time given by the Authority.
- During the preparation of data/details for Tax Audit purpose Agency shall guide/provide required information, whatsoever required.
- In case of any default leading to penalty on the part of agency, the same shall be borne by them.
- Assisting for GST audit if any, conducted during contract period or audit conducted on later stage for the contract period.

- Providing advice/ guidelines for queries/ clarification and any other issues relating to GST matter sought from time to time.
- The agency has to visit AAI, RHQ, NER, Guwahati once in a month initially for 4 month to know the system from where data for filling of GST return shall extract, after that visit will be as per requirement of AAI or at their discretion. No extra charges shall be paid for the visit.
- If required the agency shall have to visit other airports under NER also. For that except to & fro Air/ Train fare and lodging charges no other charges will be borne by AAI

UNDERTAKING UNCONDITIONAL ACCEPTANCE OF AAI'S NIQ CONDITIONS (IN FIRMS LETTER HEAD)

To
The Asstt. General Manager (F&A),
Airports Authority of India,
North Eastern Region,
Guwahati-781015

Name of work:-“Engagement of GST consultant for Filling of GST Returns, Returns for TDS & TCS under the GST regime implemented w.e.f October 2018 and to give professional advice on GST issues for Airports Authority of India, for the state of Assam, Meghalaya, Mizoram, Arunachal Pradesh, Nagaland, Manipur and Tripura for a period of 12 months initially, extendable by further Six months on same terms and conditions on satisfactory performance during the Twelve months.”

Sir,

The NIQ document for the above work has been purchased by me/us from Airports Authority of India e-portal. I/We hereby certify that I/We have read the entire terms and conditions of the NIQ documents made available to me/us at the AAI e-portal, which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.

I/We hereby unconditionally accept(s) the NIQ conditions of AAI's NIQ documents in its entirety for the above work.

The contents of Notice Inviting Quotation of the NIQ Document have been noted wherein it is clarified that after unconditionally accepting the NIQ conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebate on quoted rates if any) in the NIQ document and the same has been followed in the present case. In case this provisions of the NIQ is found violated after opening of NIQ. I/we agree that the NIQ shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the Earnest Money Deposit (EMD) absolutely.

DETAILS OF EMD DEPOSITED (in Firms Letter Head)

1. Name of the Firm:-
2. Name of the Bank :
3. Date of Deposit of EMD:-
4. Nature of Deposit (RTGS/NEFT/Bank Transfer etc.) :-
5. UTR Number etc. :-
6. Bank Details of the Bidder(For refunding of EMD to unsuccessful Bidder)
 - i) Name of the Bank:-
 - ii) Bank Account Number:-
 - iii) IFSC Code of the Bank:-

(Signature of the Bidder With Rubber Stamp

DECLARATION

I (_____) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited & action as deemed fit by AAI can be taken against me.

**Signature of the Authorized
Signatory of the Bidder**

Note: If any of the supporting documents is submitted in any language other than English, a self-attested English Version shall be submitted with the respective document, however as mentioned all the documents duly self-attested shall be submitted.

ANNEXURE - V

Format of Price-Bid to be submitted in E-cover-II (Financial Bid)

Name of work:-“Engagement of GST consultant for Filling of GST Returns, Returns for TDS & TCS under the GST regime implemented w.e.f October 2018 and to give professional advice on GST issues for Airports Authority of India, for the state of Assam, Meghalaya, Mizoram, Arunachal Pradesh, Nagaland, Manipur and Tripura for a period of 12 months initially, extendable by further Six months on same terms and conditions on satisfactory performance during the Twelve months.”

| Sl. No | State | Quantity | Unit | Rate per month | Total for 12 month | HSN/SAC | Rate of GST (%) |
|-------------------------------|-------------------|----------|-----------|----------------|--------------------|---------|-----------------|
| 1 | Assam | 1 Job | 12 Months | Rs. | Rs. | | |
| 2 | Meghalaya | 1 Job | 12 Months | Rs. | Rs. | | |
| 3 | Mizoram | 1 Job | 12 Months | Rs. | Rs. | | |
| 4 | Arunachal Pradesh | 1 Job | 12 Months | Rs. | Rs. | | |
| 5 | Nagaland | 1 Job | 12 Months | Rs. | Rs. | | |
| 6 | Manipur | 1 Job | 12 Months | Rs. | Rs. | | |
| 7 | Tripura | 1 Job | 12 Months | Rs. | Rs. | | |
| Overall Total-----> | | | | | Rs. | | |

(Rupees-----only)

Signature: _____

Name of the Authorized Signatory: _____

Stamp of the Bidder: _____