



# AIRPORTS AUTHORITY OF INDIA

**Tender id:- 2018\_AAI\_14017\_1**

**NOTICE INVITING OF FINANCIAL BIDS UNDER EOI (EXPRESSION OF INTEREST) FROM EMPANELLED CA/CMA FIRMS OF NORTHERN REGION FOR APPOINTMENT OF INDEPENDENT AUDITOR FOR CONDUCTING INDEPENDENT AUDIT OF SELECTED AIRLINE OPERATOR-M/S Airline Allied Services Limited, Old Lufthansa Hanger Building, adjacent to o/o ED(NR), Air India Ltd. Terminal-1, IGI Airport, New Delhi-110037 FOR ITS OPERATION UNDER RCS SCHEME – MINISTRY OF CIVIL AVIATION (MoCA) - GOVT. OF INDIA FOR THE FINANCIAL YEAR 2017-2018 (01.04.2017 to 31.03.2018).**

AAI (Implementing agency) on behalf of MoCA, Govt. of India . invites financial bids from empanelled CA/CMA firms for conducting **AUDIT FOR THE FINANCIAL YEAR 2017-2018 (01.04.2017 to 31.03.2018)**. The Estimated Cost towards independent Audit work for each Selected Airline Operator (SAO) is as per 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 technical bids were received through AAI E-tender portal, which has now become obsolete and the new portal is in vogue. The unconditional acceptance letter along with scope of work etc. is a pre-requisite to be fulfilled in Envelope-I which is obligatory requirement for call of financial bids. It should be fulfilled by the firms before the opening of financial bids (Envelope - II) otherwise financial bids will not be opened for that firm(s)

AGM (Fin)-(IA)  
AIRPORTS AUTHORITY OF INDIA  
NEW OFFICE COMPLEX  
SAP, NEW DELHI-110003  
PH. NO. 011-24629346  
011-24632950Ext. No-3329



## **E-bids shall be submitted in two bid system as follows :**

### **TECHNICAL BID (ENVELOPE – I)**

Envelope-I will comprises of the followings :

The Technical Bids shall contain :-

1. Unconditional acceptance letter as per (Annexure-VI) and Undertaking/ declaration(Annexure-VII) which is required to be signed and stamped by the authorized signatory and submit under the technical bid folder in the form of scanned copy.
2. The scope of work of Independent Auditor of Selected Airline Operator(s) is as per- (Annexure-I).
3. Guidelines to the bidders for uploading of the bids/Help Desk Service(Annexure-II).
4. General instructions and Guidelines (Annexure-III).
5. Estimated cost for each Selected Airline Operator (SAO) under Regional Connectivity Scheme-(Annexure-IV).
6. Route details & period of audit as per- (Annexure-V)

### **FINANCIAL BID (ENVELOPE – II)**

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 **20.08.2018 by 15:00 hrs. and the same shall be open on 21.08.2018 at 15:30 hrs.**

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**Scope of Work to be assigned to Independent Auditor**

Independent auditor has to certify that Selected Airline Operator (SAO) has complied with the provisions of Selected Airlines Operator Agreement (SAOA).

The following are the obligation of the Selected Airline Operator under SAOA. The same may be considered for conduct of audit by independent auditor to check whether SAO is in compliance of the provisions of Selected Airline Operator Contract (SAOC) clause 3 (provision of Air Services) and Clause 5 (Obligation of the selected airline operators reproduced below:

Verification/authentication to be conducted by Independent auditor :

1. **Whether the SAO** has operated commercial flights on the {RCS Network} at a weekly frequency set out in Schedule-A of SAOA. If not, the above will be considered non-compliance of the provisions of SAOA only if the SAO has also failed to operate at least seventy percent (70%) of the flights scheduled by the DGCA continuously for a period of 3 (three) months or for an aggregate period of 4 (four) months within a continuous period of 6 (six) months;
2. SAO has utilized the aircraft type and having capacity as set out in Schedule-A for the operating flights referred to above;
3. SAO has reserved on each such flight, the RCS Flight Capacity and the number of RCS Seats set out in Schedule-A; and
4. SAO has charged Passengers flying on RCS Seats a maximum fare equal to the {Airfare Cap/Maximum Airfare} as specified in Schedule-A of Selected Airline Operator Agreement;
5. The Selected Airline Operator has first offered and sold RCS seats on each flight and only after selling all the RCS Seats on the relevant RCS Flight, has sold any Non-RCS Seats on such RCS Flight.
6. In the event of cancelation of any RCS Seat by Passengers, the first seat booked subsequent to such cancellation has been sold as an RCS Seat.
7. In the event that the number of cancelled RCS Seats exceeds the number of seats sold after such cancellation, such excess RCS Seats shall be considered to be sold for the purposes of the Selected Airline Operator's obligation under Clause 3.2 provided that if sought by the implementing Agency, the Selected

Arline Operator shall provide to the Authority all the Passenger details for such cancelled RCS Seats.

8. The {Airfare Cap/ Maximum Airfare as per agreement} charged by the Selected Airline Operator for the RCS Route(s) specified in Schedule-A is inclusive of all Taxes, charges or levies of whatever description. Independent auditor to verify that the same has not be increased on account of any Taxes payable by the Selected Airline Operator, including without limitation of GST.
9. To Check and confirm in case the Selected Airline Operator has changed the deployed capacity pursuant to the provisions under Section 3.16 of the Scheme, the same is in compliance.
10. The independent auditor will verify all the transactions under each parameters listed above and submit his report certifying that it has checked/verified the books of Accounts of the Selected Airline operators and other relevant record required for the purpose and that the Selected Airline operator has met all its obligations under Selected Airline Operator Agreement signed with Airports Authority of India (Implementing agency) for the period falling from 1st April, 2017 to 31<sup>st</sup> March, 2018.
11. In case SAO has not complied with any of the conditions listed under SAOA, the auditor has to qualify its report and indicate the date and Flight No. operated by SAO under RCS which was not in compliant to conditions laid down under SAOA with details as to how the Flight was non-compliant/Under default so that necessary recoveries on account of defaults committed are recovered from the VGF claims of the SAO in terms of SAOA.

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**GUIDELINES TO BIDDERS/ SELF-HELP FILES/FAQ & SYSTEM 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/eprocare/app>. The Help desk services shall be available on all working days **(except Sunday and National 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-3523	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 and contact BID MANAGER Mr.Lala Ram, AGM (Fin.) AAI Phone No. 011-24629346 and 011-24631950 Ext.3329 and email id : [lalaram@aai.aero](mailto:lalaram@aai.aero) .and For any assistance regarding Selected Airline Operator(SAO) & their operation under RCS may please contact to Sh. R.K.Batra ,SM (Fin.) AAI , phone No. 011-24632950 Ext. No. 2173.

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## ANNEXURE - III

### **General Information and Guidelines**

1. AAI (Implementing Agency) reserves to itself the right to reject the conditional tenders without assigning any reason thereto. Further, AAI (Implementing Agency) 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 tenderer.
2. **CA/ CMA firms (empanelled) shall be awarded the Independent Audit work for conducting Independent Audit of selected Airline Operator for its operation .**
3. **The bid amount is inclusive of professional fees, TA/DA, local conveyance, lodging & boarding etc. except GST. No other payment shall be made except quoted amount. The payment will be released only after receipt of complete Audit report and its approval by the Competent Authority.**
4. **Cover-I Bidders should quote the rates in Download BOQ-sheet from the portal**
5. **The other terms & conditions as mentioned in the EOI / Technical bid shall remain same.**
6. **Time Allowed** : The time allowed for completion of independent audit work assigned is required to be completed within the stipulated period. On completion of the independent audit, the consolidated audit report may be submitted within the time period to the Executive Director (RCS), AAI, Rajiv Gandhi Bhawan, New Delhi-110003. No extra time will be considered for submission of audit report. The Independent Auditor is required to submit the two sets of report alongwith Bill for release of professional charges.

SNo	Name of Airline Operator	Time allowed for audit	Time considered for submission of report	Total days allowed
	Airline Allied Services	21 days	14 days	35 days

7. **Terms of Payment** : The payment will be released only after receipt of complete audit report and its approval by the Competent Authority.

(a) **Penalty for Delay** : If the assigned job is not completed within stipulated period / Time by the agency / firm, AAI (Implementing Agency) reserves 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.

8. AAI (Implementing Agency) reserves the rights to reject / cancel the tender without assigning any reasons thereof.

9. Other terms and conditions mentioned in the EOI (Expression of Interest) while empaneling remain the same.

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**NAME OF SELECTED AIRLINE OPERATOR (SAO) OF NORTHERN REGION ALONG WITH ESTIMATED COST:-**

<b>S.NO.</b>	<b>NAME AND ADDRESS OF THE SAO</b>	<b>ESTIMATED COST (Rs.)</b>
1.	<b>M/S AIRLINE ALLIED SERVICES OLD LUFTHANSA HANGER BUILDING, ADJACENT TO o/o THE ED (NR), AIR INDIA LTS., TERMINAL-1, IGI AIRPORT, NEW DELHI-110037.</b>	<b>1561646/- + (GST as applicable)</b>



## Details of RCS UDAN flights as on 31.3.2018

S.No.	RCS Route started	Selected Airline Operator	Type of Aircraft	Date of Start of UDAN Route	Sector	No. of RCS seats per flight	No of RCS flights per week
<b>IGI Airport Delhi -&gt; Shimla -&gt; IGI Airport Delhi*</b>							
1	IGI Delhi- Shimla- IGI Delhi	Airline Allied Services	ATR 42	27th April 2017	Shimla to Delhi*	<b>24. From 1.10.2017 it is 9</b>	<b>7</b>
2	IGI Delhi- Shimla- IGI Delhi	Airline Allied Services	ATR 42	27th April 2017	Delhi to Shimla*	<b>24. From 1.10.2017 it is 17</b>	<b>7</b>
<b>IGI Airport Delhi -&gt; Bhatinda -&gt; IGI Airport Delhi#</b>							
3	IGI Delhi- Bhatinda- IGI Delhi	Airline Allied Services	ATR 72	27th April 2017	Bhatinda to Delhi	<b>35</b>	<b>3</b>
4	IGI Delhi- Bhatinda- IGI Delhi	Airline Allied Services	ATR 72	27th April 2017	Delhi to Bhatinda	<b>35</b>	<b>3</b>
<b>IGI Airport Delhi -&gt; Gwalior -&gt; IGI Airport Delhi</b>							
5	Gwalior To IGI Airport Delhi	Airline Allied Services	ATR 72	31st May 2017	Gwalior to IGI Delhi	<b>35</b>	<b>3</b>
<b>IGI Airport Delhi -&gt; Gwalior -&gt; IGI Airport Delhi</b>							
6	Gwalior - Indore -Gwalior	Airline Allied Services	ATR 72	31st May 2017	Gwalior to Indore	<b>35</b>	<b>3</b>
7	Gwalior - Indore -Gwalior	Airline Allied Services	ATR 72	31st May 2017	Indore to Gwalior	<b>35</b>	<b>3</b>
<b>IGI Airport Delhi -&gt; Ludhiana -&gt; IGI Airport Delhi</b>							
8	IGI Delhi - Ludhiana - IGI Delhi	Airline Allied Services	ATR 72	02nd Sep 2017	Ludhiana to Delhi	<b>35</b>	<b>4</b>
9	IGI Delhi - Ludhiana - IGI Delhi	Airline Allied Services	ATR 72	02nd Sep 2017	Delhi to Ludhiana	<b>35</b>	<b>4</b>
<b>IGI Airport Delhi -&gt; Bikaner -&gt; IGI Airport Delhi</b>							
10	IGI Delhi- Bikaner- IGI Delhi	Airline Allied Services	ATR 72	26th Sep 2017	Bikaner to Delhi	<b>35</b>	<b>7</b>
11	IGI Delhi- Bikaner- IGI Delhi	Airline Allied Services	ATR 72	26th Sep 2017	Delhi to Bikaner	<b>35</b>	<b>7</b>
<b>Jaipur-&gt; Agra-&gt;Jaipur</b>							
12	Jaipur- Agra- Jaipur	Airline Allied Services	ATR 72	08th Dec 2017	Agra to Jaipur	<b>35</b>	<b>4</b>
13	Jaipur- Agra- Jaipur	Airline Allied Services	ATR 72	08th Dec 2017	Jaipur to Agra	<b>35</b>	<b>4</b>



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 ), Airports 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 FINANCIAL BIDS FROM EMPANELLED CA/CMA FIRMS FOR Appointment of Independent Auditor for CONDUCTING AUDIT of the Selected Airline Operator (SAO) M/S Airline Allied Services**, Old Lufthansa Hanger Building, Adjacent to o/o The ED (NR), Air I Ltd. Terminal-1, IGI Airport, New Delhi-110037 towards Flights operation under RCS-Udaan for the period from 01.04.2017 to 31.03.2018 UNDER NORTHERN REGION 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

**Undertaking / Declaration**

1. All the information provided by me/ us herein above is correct.
2. I/We have no objection if enquiries are made about the work listed by me/us in accompanying sheets/ annexure.
3. I/We have read all the terms and condition of bid and the instructions and these are acceptable to me/us.

Signature: \_\_\_\_\_

Name and Designation of the Authorized Signatory: \_\_\_\_\_

Stamp of the Firm: \_\_\_\_\_

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

Place: \_\_\_\_\_