

**E -TENDER**  
**COMPREHENSIVE CONSULTANCY SERVICES**  
**FOR**  
**MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP25) AND**  
**ASSISTANCE IN FILING ANNUAL RETURN 2022-23 to 2024-25**  
**AND RELATED SERVICES**

**TAMILNADU, PUDUCHERRY & UNION TERRITORY OF LAKSHADWEEP**



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**  
**SOUTHERN REGION**

**Operational Office Complex, Regional Head Quarters,**  
**Meenambakkam, Chennai-600027**

**E-TENDER NO. AAI/SR/GST CELL/GST CONSULTANCY/2022**

**E-TENDER ID: 2022\_AAI\_127035\_1**

**(Domestic Open E-Tender – Two-cover System)**

**Estimated Cost- Rs.6,00,000/- Plus GST**

**EMD Amount - Rs.12,000/-**

**Tender Cost - Rs.1180/- (Inclusive of GST)**

**Start Date & Time for Online Submission:**  
**Due date & Time of Technical Bid Opening:**

**10.00 hrs. on 27-08-2022**  
**15.30 hrs. on 20-09-2022**



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## Introduction

### ORGANISATION

Airports Authority of India (AAI) has been constituted as a statutory authority under the Airports Authority of India Act 1994. It manages a total of 129 Airports all over India covering all the states & Union Territories, including 23 International Airports, 9 Customs Airports, 77 Domestic Airports and 20 Civil Enclaves at Military Airfields.

### Services

AAI provides services of:-

- Control and management of Indian air space extending beyond the territorial limits of the country accepted by ICAO.
- Communication, Navigational and Surveillance aids
- Expansion and strengthening of operational areas
- Design, development, operation and maintenance of passenger terminals
- Development and Management of Cargo Terminals at airports
- Passenger Facilities and Information systems in the passenger terminal

### Sources of Revenue/Income

AAI's revenue is broadly categorized as Traffic and Non-Traffic Revenue

I. **Traffic revenues** are generated from:-

- RNFC fees collected for providing CNS & ATC services to aircraft over the Indian air space.
- Landing/Parking fees for providing landing and parking facilities to aircraft at Airports
- Passenger Service fees collected for providing passenger facilities in the terminal building

II. **Non-Traffic Revenues** are generated from:-

- Concessions – Rents paid by shops, restaurants etc. inside and outside the Terminal Building
- Parking and Airport Access
- Car Rental Operations
- Lease of Land
- Advertising – Advertisements placed on airport walls
- Handling of cargo etc.

III. Apart from the above AAI also earns revenues from leasing out of Mumbai and Delhi Airports to private operators.



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**BILLING AND REALISATION PROCESS OF REVENUE**

- **Billing of Revenue**  
While the bills for the above services provided for domestic flights are raised by the concerned Airports, the bills for the services provided to international flights are raised by IATA (International Air Transport Association) centrally.
- **Realization of Revenue**  
Realisation of the bills so raised for domestic flights are received through e receipts by the concerned airports as well as at Corporate Head Quarter, New Delhi. The realization in respect of foreign airlines are made by IATA. The payment is made to AAI after deducting the TDS by the Airlines and Concessionaries.
- **SAP MODULE**  
Accounting of the above billing and realization are made in ERP-SAP module at the airports and CHQ for the respective billing and realization made by them.

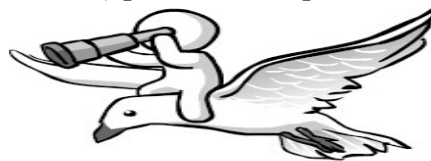
**Major Areas of Expenditure**

1. Construction of Airports, Terminal Buildings, Runways, Taxi Track etc.
2. Procurement of Plant & Machinery, Equipment, Furniture, Vehicles, Spares, Software, Computers etc.
3. Works Contract including AMC & Capital Expenditure
4. Security Services provided by Government Agencies like CISF, State Police etc.
5. Hiring of Manpower on Job Contract
6. Hiring of Vehicles
7. Legal Services
8. Transportation of Goods by Road/Air
9. Money Exchange
10. Professional Services
11. Telecommunications Services
12. Expenditure on CSR activities
13. Import of Foreign Services
14. Services provided by Government Agencies like Meteorological Department.

Please visit AAI website at <https://aai.aero> for more information about AAI.

**Bird's Eye View of the Work:**

- Total Number of Line Items (for Customer & Vendor) per Month as per ERP-SAP**  
Tamil Nadu → 7500 Line Items approx  
Puducherry → 300 Line Items approx  
Lakshadweep → 120 Line Items approx..



- Stations Covered:**

**Tamil Nadu State:** Self Accounting Units (SAUs) at Coimbatore, Madurai, Trichy, Southern Region Headquarters & other Airports /ACS Stations of Tamil Nadu controlled through RHQ/SR. (Copy of REG-06 is enclosed).

**Puducherry State:** Puducherry State – Puducherry Airport

**U/T of Lakshadweep:** Agatti Islands – Agatti Airport

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**IMPORTANT POINTS TO NOTE**

TENDER DOCUMENT NO.	AAI/SR/GST CELL/GST CONSULTANCY/2022
E-TENDER ID CPP PORTAL	2022_AAI_127035_1
TENDER INVITED FOR	MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP25) AND ASSISTANCE IN FILING ANNUAL RETURN 2022-23 TO 2024-25 AND RELATED SERVICES FOR THE STATE OF TAMILNADU, PUDUCHERRY AND UNION TERRITORY OF LAKSHADWEEP
BID TENDER COST BID SECURITY / EMD	Rs.1180/- inclusive of GST (Rupees One Thousand one hundred and eighty only) Rs.12,000/- (Rupees Twelve Thousand Only)
VALIDITY OF THE TENDER	90 days from the due date for submission of tender
PUBLISHING DATE OF TENDER DOCUMENTS ON AAI WEBSITE & CPP	26-08-2022
BID DOCUMENT DOWNLOAD/SALE START DATE/CLARIFICATION START DATE/BID SUBMISSION START DATE	27-08-2022
CLARIFICATION END DATE	05-09-2022 from 17.00 Hrs.
BID SUBMISSION END DATE	16-09-2022 up to 17.00 Hrs.
TIME & DATE OF OPENING OF TECHNICAL BID	20-09-2022 15.30 Hrs.
TIME & DATE OF OPENING OF PRICE BID	27-09-2022 15.30 Hrs. (Tentative Date)
PLACE OF OPENING OF TECHNICAL BID	O/o The General Manager (Finance), Airports Authority of India, Southern Region Head Quarters, Operational Offices Complex, Meenambakkam, Chennai-600 027
For further details please visit	<a href="https://www.aai.aero/">https://www.aai.aero/</a>



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### **NOTICE INVITING TENDER**

- 1.1 Online tenders through **e-procurement mode** are invited by Airports Authority of India for Comprehensive Consultancy Services for **MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP25) & ASSISTANCE IN FILING ANNUAL RETURN 2022-23 TO 2024-25 AND RELATED SERVICES etc for the State of Tamilnadu, Puducherry and U/T of Lakshadweep Island** for a compliance period of **2 years** w.e.f **October 2022** onwards and on the basis of the evaluation with scope for extension for a further period of one year, subject to satisfactory performance during the contracted period and at the AAI's discretion, under two-cover system.
- 1.2 **The Estimated Cost of the Work is Rs.6,00,000/- (Rupees Six Lakhs Only) excluding GST per annum.**
- 1.3 The tender document is made available through **e-procurement mode** and open for downloading on payment tender cost of Rs.1180/- (Rupees one thousand one hundred & eighty only) from **27.08.2022 to 16.09.2022** at AAI's official website <https://aai.aero> and <https://etenders.gov.in/eprocure/app>. Contacts for clarifications on the tender;  
Bid Manager – 9629082945, 044-22567635  
JT.GM – Finance, 9840759355, 044-22567619
- 1.4 The tender document consists of two volumes –**Volume I Technical Bid** and **Volume II – Price Bid**.
- 1.5 The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.
- 1.6 The Bid security (EMD) **as per Clause 4 of Section-D** shall be paid as described in the Tender Document.
- 1.7 The offer (both Technical & Price) must be valid for a minimum of **90 days** from the due date for submission of offer; otherwise the offer shall be rejected as non-responsive.
- 1.8 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in **Section-B Volume I Technical Bid** and bidders are advised to submit below mentioned documents to qualify for the award of the contract.
  - a) The bidder should submit self-declaration in the covering letter as mentioned in Format-I, stating that the bidder has not been blacklisted/debarred by any Government department/ PSU's / falling under the denied entity list of Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.
  - b) All the documents required to meet the eligibility criteria, as per Format-III of Section- G along with relevant documents in the Tender Document – Technical Bid shall be uploaded through e-procurement portal after scanning in **.pdf** format. The Tenderer shall submit Self attested copies of the documents. The Tenderer may be required produce the original documents for verification before issuing letter of award.

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- 1.9 The prospective Tenderer shall submit queries, if any, through **Seek Clarification Tab** Available from **10.00 Hrs of 27-08-2022 to 17.00 Hrs of 05-09-2022** through **E-tender Portal:**  
<https://etenders.gov.in/e procure/app>
- 1.10 The last date of online submission of offers will be **16.09.2022 at 1700 hrs.** unless otherwise notified. In the event of changes in the schedules, **O/o the General Manager (F&A), Airports Authority of India, Southern Region, Regional Head Quarters, Operational Offices Complex Meenambakkam Chennai-600027** will notify the same only through [www.aai.aero](http://www.aai.aero) and <https://etenders.gov.in/e procure/app>
- 1.11 **For Eligibility Criteria, Evaluation Criteria and the Supporting Documents to be submitted in Technical Bid Online, Section-B Page- 13 to 15 of the Tender Document may be referred.**
- 1.12 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.





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## **SECTION-A**

### **SCOPE OF WORK**

#### **Good and Service Tax (GST)/ Service Tax:**

##### **Coverage:-**

Airports Authority of India, RHQ, SR has three GST Registration numbers pertaining to Tamil Nadu (33AAACA6412D1ZF), Puducherry (31AAACA6412D1ZJ) and Lakshadweep (34AAACA6412D1ZD). This scope of work covers all three registration numbers.

Tamil Nadu Registration has additional place of Business(s) viz Madurai, Coimbatore, Trichy, Tuticorin, Salem, Kanchipuram, Ooty, Vellore and Neyveli.

Out of the additional place of business Madurai, Coimbatore and Trichy both revenue and expenditure dealt independently by the respective stations whereas other stations revenue and expenditure both dealt by RHQ, SR.

Scope of work is broadly classified as

1. Consultancy Service
2. Return Filing
3. Refund
4. Review of SAP Accounts
5. Scrutiny/Assessment of Returns

#### **1. Consultancy Service: -**

- a) Assistance in responding to the issues raised during the audit conducted by the various Statutory authorities.
- b) Drafting appropriate reply along with requisite details in the prescribed format.
- c) Assistance in responding to the notices received from various authorities (not in the form of audit as referred above) including drafting suitable reply for the same, responding to the notices including representing AAI in case of hearings.
- d) Opinion on issues/matters as referred from time to time in relation to **GST** issues including import and export of goods/services, dealing with related parties like subsidiaries, associates etc.



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- e) Opinions/comments/clarifications on various GST issues raised by other place of business places under the GSTIN & RHQs
- f) Opinion on availing of Input Tax credit of various input services utilized /goods purchased by AAI.
- g) Opinion on matters relating to Accounting of GST (including but not limited to **output** and input services)
- h) Advice & opinion in r/o Valuation policy and preparation of E-way bills.
- i) Update the AAI officials about various amendments taking place in GST laws/ rules, regulations, circulars, directions etc. from time to time and assist in making policy for the same.
- j) Assisting in drafting of circulars to be issued to the airports in respect of GST and **related** matters.
- k) Advice on records to be maintained under GST Act and submission of report about compliance/noncompliance to AAI on quarterly basis.
- l) Any other advice to AAI on any other GST/Service tax related issues as and when required.

**2. Filing of GST Returns:**

GST Consultant is responsible for preparation and filing of following GST Returns

1. GSTR-7
2. GSTR-1
3. GSTR-3B
4. Annual Return
5. Any other return as may be notified by GST Department

GST Cell, AAI, SR will provide the required input generated from SAP for preparation and filing of the above returns. Accordingly GST Consultant has to process the data provided to them and prepare the return in the format prescribed by GST Department and **ensure filing of returns within the due date.**

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**1. GSTR-7**

- a. TDS GL and ZGST TDS report will be provided
- b. Adjustment w.r.t entries omitted due to any reasons pertaining to the previous month(s) to be carried out to be included in current month data
- c. Review of GST TDS % deducted to ensure that GST TDS % applied is appropriate.
- d. Review of GL to ensure that GST TDS not deducted are due to valid reasons like PSU to PSU / Govt Department etc
- e. Any other Checks and Balances as may be deemed necessary.
- f. Consultant has to process the data and output file to be generated and uploaded in GST Portal after confirmation given by GST Cell, AAI, SR based on the final draft received from the consultant.
- g. Challan Generation, Payment Process and Return Filing will be dealt by GST Cell, AAI, SR

**2. GSTR-1**

Following reports will be provided

- a. Trial Balance
- b. Trial Balance Extract
- c. ZGST Customer
- d. Revenue GL for scrutiny of Exempted / Nil Rated Outward Supply

Consultant has to process the data with the following validations:-

- a) Adjustment w.r.t previous month(s) to be carried out (back dated entries to be included in current month data)
- b) Place of supply to be reviewed based on Customer GSTIN.
- c) Review of GST % charged in outward invoices to ensure that GST % charged is appropriate.
- d) Review of Revenue GL to ensure that taxable invoices are not wrongly classified as non-taxable/Non-GST.
- e) GSTN Validation to be done. Upon validation GST Registration suspension / Cancellation cases to be re-classified as B2C instead of B2B.
- f) GSTR-1 uploading format to be prepared i.e B2B, B2C, B2C Large Value, Debit Note/ Credit Note, Exempted / Nil Rated outward Supply, HSN Summary, Doc status to be prepared.

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- g) Amendments if any required to be done by Consultant. Line item-wise data for Amendments made to be maintained by the consultant which is essential for Annual Return preparation.
- h) Any other Checks and Balances as may be deemed necessary.
- i) GSTR-1 return data should be uploaded after confirmation given by GST Cell, AAI, SR based on the final draft received from the consultant.
- j) Return Filing will be dealt by GST Cell, AAI, SR followed by uploading by the Consultant.

**3. GSTR-3B**

Following reports will be provided

- a. Trial Balance
- b. Trial Balance Extract
- c. ZGST Vendor
- d. Revenue GL for scrutiny of Exempted / Nil Rated Outward Supply

Consultant has to process the data with due consideration of the following:-

- 1. Adjustment w.r.t previous month(s) to be carried out (back dated entries to be included in current month data i.e., entries created after filing GSTR-1 of current month similarly last month entry to be removed from GSTR-1 for arriving current month GSTR-3B)
- 2. Monthly reconciliation of GST Electronic cash ledger and Electronic credit ledger as per GST Portal with cash and credit ledger as per books of accounts.
- 3. Reconciliation between GL and GSTR-1 to be made
- 4. Reconciliation between GSTR-1 and GSTR-3B to be made
- 5. ITC availment to be made by matching ITC entries with GSTR-2B and also ensuring that vendor has made GSTR-3B remittances as per sec 16(2) (c)
- 6. Rule 42 reversal to be done in & with the compliance month of March every year.
- 7. Any other Checks and Balances as may be deemed necessary.
- 8. Upon preparing the Draft GSTR-3B the data to be shared with GST Cell, AAI, SR for confirmation.
- 9. Upon confirmation by GST Cell, AAI, SR the data to be uploaded in GST Portal by consultant.
- 10. Challan Generation, Payment Process and Return Filing will be dealt by GST Cell, AAI, SR





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## SECTION-B

### Volume - I Technical Bid

**1. Eligibility Criteria:**

**The Bidder should fulfill all the following parameters for evaluation of Technical Bid :-**

- I. The Bidder should be a Partnership Firm/LLP of Chartered Accountant/Cost Management Accountants registered in India having:
  - i. **Minimum 3 (Three) Years'** experience in the area of Indirect Taxation.
  - ii. Should have average Annual Gross Receipts /Turnover of **minimum Rs.40 (Forty) Lakhs** in the last 3 (Three) completed Financial Years i.e., 2018-19, 2019-20 & 2020-21.
- II. The Bidder should have minimum **3 (Three) full time qualified CAs / CMA's** as partners out of which at **least 2 (Two) should be having at least 5 years' experience** in the indirect taxation field.
- III. The Bidder should have minimum 1 paid Qualified or 3 *paid* Semi-qualified CA/CMA's (other than partners) out of which atleast 2 should have minimum 5 years' experience in Indirect Taxation field.
- IV. The Bidder should have undertaken similar Service Tax/GST assignments of **atleast one Central /State PSU/ Listed Public Limited Company** having annual turnover of Rs.500 crores or more for a period of at least Three years in the last 5 financial years i.e. F.Y. 2016-17 to 2020-21.

**2. Evaluation criteria :-**

Evaluation will be done only for the bidders satisfying all the parameters of eligibility criteria.

**The Bidders/Applicants should fulfill the following Evaluation criteria:**

Sl. No	Evaluation Criteria	Marks	Documents to be submitted
1	<p><b><u>Legal Status of the Bidder</u></b> The Bidder should be a Partnership Firm/LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of <b>3 (Three) years</b>. Minimum marks for <b>3 years'</b> experience will be 4. For each additional full year of experience, 1 additional mark will be awarded subject to <b>maximum of 10 marks</b>.</p>	10	Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India.

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Sl. No	Evaluation Criteria	Marks	Documents to be submitted
2	<p><b><u>FINANCIAL CAPACITY</u></b> The bidder should have average annual gross receipts / turnover of minimum Rs. 40 (Forty) Lakhs in the last 3 (Three) completed financial years i.e. 2018-19, 2019-20 &amp; 2020-21. Minimum marks for the criteria for having average annual turnover / receipts of Rs. 40 Lakhs in the last 3 completed financial years will be 4. For each additional Rs.20 (Twenty) Lakh turnover / receipts, additional 1 mark will be awarded subject to maximum of 10 marks.</p>	10	Financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified by an Auditor along with Income Tax Return including computation of Income.
3	<p><b><u>EXPERIENCE</u></b> The Bidder should have minimum 3 (Three) full time qualified CAs / CMA's as partners out of which at least 2 (Two) should be having at least 5 years' experience in the indirect taxation field. Minimum marks for the criteria will be 4 .The Partner who will associate /deal with AAI should be named. The bidder having the partner so named having experience of more than 5 years will be awarded one additional mark for each additional year of experience in Indirect taxes subject to maximum of 10 marks</p>	10	List of the partners along with the resume giving the brief details of relevant experience and the membership no. The list should be attested by Managing Partner / Senior Partner establishing the fulfillment of criteria.
4	<p><b><u>Service Provider Resources</u></b> The Bidder should have minimum 1 paid qualified or 3 paid Semi-Qualified CA/CMA's (other than partners) out of which atleast 2 should have minimum 5 years' experience in Indirect Taxation field. Minimum marks for the criteria will be 4. The above qualified employee who will associate /deal with AAI should be named. The bidder having the employee so named having experience of more than 5 years will be awarded 1 additional mark for each additional year of experience in Indirect taxation subject to maximum of 10 marks.</p>	10	List of qualified CAs/CMA's as per payroll listing along with the Segment handled. The list shall be certified by the Managing Partner / Senior Partner establishing the fulfillment of criteria.
5	<p><b><u>Assignment Undertaken</u></b> The Bidder should have undertaken similar Service Tax/ GST assignments of at least one Central /State PSU/ Listed Public Limited Company having annual turnover of Rs.500 crore or more for a period of at least Three years in the last 5 financial years i.e. 2016-17 to 2020-21 Minimum marks for the criteria will be 4. For each additional similar assignment handled at least for 1 year during last 3 financial years, additional 1 mark will be awarded subject to maximum of 10 marks.</p>	10	<ol style="list-style-type: none"> <li>1. Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.) and</li> <li>2. Audited Balance Sheet &amp; P&amp;L of the client.</li> </ol>

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Sl. No	Evaluation Criteria	Marks	Documents to be submitted
6	<b>SAP-Experience</b> The firm should have experience of atleast 2 years in ERP-SAP based accounting environment with at least 1 qualified CA's / CMA's with exposure in SAP. Minimum marks for the criteria will be 4. For each additional certified CA/CMA, additional 1 mark will be awarded subject to maximum of 10 marks. The officials to be deputed in AAI must have atleast 2 years' experience in SAP based environment.	10	Proper documentary evidence i.e. Certificate from the respective company (client) for whom work has been carried out.
	<b>Total Marks</b>	<b>60</b>	
	<b>Other criteria's</b>		
7	The Bidder should have full time office in Chennai.	No Value	Proof of address
8	The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.	No Value	Self-declaration

Note: -

- The Bidder scoring atleast 30 marks in technical criteria apart from meeting minimum specified eligible criteria in all the categories will be selected as Technically Qualified Bidder.
- The Technical bid prepared by the bidder shall comprise of:
  - The Bank Acknowledgment/ Online Confirmation on remittance details of NEFT/RTGS transfer towards Tender Cost & EMD.**
  - Covering Letter as specified in **Format I.**
  - Unconditional Acceptance Letter as specified in **Format II.**
  - Evaluation criteria as specified in **Format III** along with all documentary evidences.
- Technical bid of only those bidders will be evaluated whose **Evaluation Criteria Documents** are found in order. Detailed Technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above.
- Documentary evidence needs to be submitted duly self-attested by the bidder for each of the Evaluation criteria.
- Self-declaration needs to be signed by authorized signatory(s).
- During evaluation of the bids, AAI may, at its discretion ask the Bidders for clarification of their bids, if required.
- Decision of the AAI in all matters regarding Engagement, eligibility, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced, award of assignment and any other matter relating to this notification will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by AAI in this regard.



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**SECTION-C**

**Volume - II Financial Bid Evaluation**

**Price Bids shall be opened only for technically qualified bidders.**

1. The Rate quoted shall be inclusive of all applicable taxes & duties **except** GST as applicable.
2. The Rate/Charges for the services to be rendered needs to be quoted in **Lumpsum excluding GST. L1 will be identified on the grand total of the Price Bid Summary excluding GST.**
3. While quoting the price, the bidder shall consider all expenses **including** travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by AAI on account of Scope of Work provided in tender. Rate quoted shall not be with price variation clause.
4. The Rates quoted shall remain firm during the tenure of the contract and until filing of Annual Return for the respective Financial Year in the prescribed format as per GST Provisions from time to time and **nothing extra**, on any account shall be paid by AAI.
5. The bidder shall quote the price in **Indian rupees** for the entire scope of work as per Price Bid format (**Format- IV**) through online in the spread Sheet (.xls) format of the BOQ available in e-procurement Portal.

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## SECTION-D

### SPECIAL TERMS AND CONDITIONS

**1. PERIOD OF CONTRACT**

The Period of Contract shall initially be for **02 (Two) years** commencing from **01.10.2022 or from the date of acceptance of Award of Contract whichever is later**. If AAI feels satisfied with services provided during the period of Contract, the contract may be extended for another one year with the approval of Competent Authority with an escalation of **10%** in rates for the third year.

**2. PAYMENT TERMS:** The payment shall be released at the end of each quarter as under.

PAYMENT TERMS : The payment shall be released at the end of each quarter as under

October 2022 to September 2025	
PAYMENT STAGES	% OF CONTRACT VALUE
FIN YR QUARTER III	15%
FIN YR QUARTER IV	25%
FIN YR QUARTER I	15%
FIN YR QUARTER II	15%
FILING OF ANNUAL RETURN	30%
<b>TOTAL</b>	<b>100%</b>

**3. SECURITY DEPOSIT:**

Amount equivalent to **10% on the Stage payments** (excluding GST) shall be deducted towards Security Deposit and the same shall be refunded on the satisfactory completion of the assignment and filing of Annual Return for the respective year in the prescribed format. No interest shall be paid by AAI on SD deducted on the Stage Payment.

**4. TENDER COST & EARNEST MONEY DEPOSIT (EMD)**

The Bidder shall submit the Tender cost of **Rs. 1180/- (One thousand one hundred and eighty only)**, inclusive of GST @ 18% & Earnest Money Deposit (EMD) for **Rs.12,000/- (Twelve Thousand only)** in the form of a RTGS/NEFT only. EMD in the form of Demand Draft/Bankers' Cheque/Draft or any other form shall not be accepted. The EMD of the unsuccessful bidders shall be returned as soon as the Contract is awarded. The EMD of the successful bidder shall be adjusted against security deposit (SD). No interest shall be paid on EMD deposited by the party. Details of AAI Bank Accounts is given as below:-

Particular	Detail
Bank Account No.	40533447477
Name of Bank	STATE BANK OF INDIA
NAME OF BENEFICIARY	AIRPORTS AUTHORITY OF INDIA
Bank Address	MEENAMBAKKAM AIRPORT, CHENNAI-600027
IFSC Code	SBIN0005789
PAN No.	AAACA6412D
GST No.	33AAACA6412D1ZF



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**6. Submission of Tender :**

**COVER – I DETAILS: TECHNICAL BID**

**The Scanned copy of the following documents shall be submitted online only:**

Sl. No.	Particulars	Page no. of scanned documents
(i)	The Bank Acknowledgment/ Online Confirmation on the remittance details of NEFT/RTGS transfer towards Tender Cost & EMD	
(ii)	Scanned copy of the Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per <b>Evaluation Criteria no. 1</b>	
(iii)	Scanned copy of the Financial statements (Balance Sheet & Profit and Loss Account) duly certified an Auditor along with Income Tax Return including computation of Income for the respective years as per <b>Evaluation Criteria no. 2</b>	
(iv)	Scanned copy of the Resume of the partners giving the brief details of relevant experience with membership no., same should be attested by Managing partner /senior partner as per <b>Evaluation Criteria no. 3</b>	
(v)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no.& the Segment handled same should be certified by Managing partner /senior partner as per <b>Evaluation Criteria no.4.</b>	
(vi)	Scanned copy of Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.) as per <b>Evaluation Criteria no. 5</b>	
(vii)	Audited Balance Sheet & P&L of the client as per <b>Evaluation Criteria no. 5</b>	
(viii)	Scanned Copy of Certificate from the respective organization / PSU to prove the experience of working in SAP as per <b>Evaluation Criteria no. 6</b>	
(ix)	Scanned Copy of Proof of Address as per <b>Evaluation Criteria no. 7</b>	
(x)	Scanned copy of the Self declaration as mentioned in Format I. The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India as per <b>Evaluation Criteria no.8</b>	
(xi)	Scanned copy of PAN, GST No. of the Firm/LLP	
(xii)	Scanned copy of duly filled in <b>Format II and Format III</b>	
(xiii)	Scanned copy of entire set of tender documents including blank format ( <b>only Blank</b> ) of Price bid, duly signed and sealed by the authorized signatory on all pages, as a token of acceptance.	



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## COVER – II - DETAILS: PRICE BID

Price should be quoted in the **spread sheet file (.xls format) available in e-procurement Portal only**. Any indication of 'Quoted price' in the online technical bid documents shall lead to rejection of the bid outright. Scanned copy of blank format duly signed shall be uploaded along with Technical bid.

For evaluation purpose the uploaded offer documents will be treated as authentic and final. The price bid submitted through e-procurement mode only will be taken up for the purpose for evaluation. **No hard copy shall be sent /submitted for reference purpose.**

### 7. EVALUATION PROCESS:

- 1) **A proposal shall be considered responsive if –**
  - a) It is received by the proposed Due Date and Time.
  - b) It is Digitally Signed.
  - c) It contains the information and documents as required in the Tender Document.
  - d) It contains Tender Cost & EMD.
  - e) It contains information in formats specified in the Tender Document.
  - f) It mentions the validity period as set out in the document
  - g) It provides the information in reasonable detail. The AAI reserves the right to determine whether the information has been provided in reasonable detail.
  - h) There are no significant inconsistencies between the proposal and the supporting documents.
  - i) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
  - j) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
  - k) The AAI reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the AAI in respect of such Tenders.
  - l) The AAI would have the right to review the Technical Qualification and seek clarifications wherever necessary.
- 2) Since the tender involves selection based on pre-qualification criteria, the TIA (Tender Inviting Authority) will examine and seek clarification, if any and list out the firms, which are found technically suitable and **Cover-II Price Bid of such tenders only will be opened and EMD will be returned to the unsuccessful Bidders.**
  - a) The date and time will be intimated to tenderers whose offers are found suitable and Cover – II of such tenderers will be opened on the specified date and time.
  - b) The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid.
- 3) The decision of AAI in all matters regarding the Engagement will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.



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## 8. OPENING OF TENDER

(a) The Technical Bid shall be opened on **20<sup>th</sup> September, 2022 at 15.30 Hrs** in the presence of the interested bidders or their authorized representatives in the office of:

**The General Manager (Finance),  
Airports Authority of India,  
Southern Region Head Quarters,  
Operational Offices Complex,  
Meenambakkam, Chennai-600 027.**

- (b) The Financial bid of those bidders who are technically qualified, shall be opened on or after (as decided by the Competent Authority), 27<sup>th</sup> of September 2022 at 1530 HRS.
- (c) AAI reserves the right to extend the date of receiving/opening of the bids.
- (d) AAI reserves the right to call for any other details or information from any of the bidder(s).

## 9. Selection Criteria

The final selection of the successful bidder from the technically qualified bidders will be done by considering combined score of the bidders from technical as well as financial bid in the following manner:

Criteria	Maximum Marks (weightage)	Method of allotting marks for Combined Score
Financial	40	The bidder with the lowest quote will be awarded 40 marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 40 marks. A bidder quoting Rs.100/- will get $(60/100) \times 40 = 24$ marks.
Technical	60	Actual marks scored by the bidder on the basis of extent of fulfilling evaluation criteria.
Total	100	

### NOTES:

- The Financial Bid as per Format IV has to be submitted ON-LINE only.
- All marks will be rounded off up to 2 decimal places. The bidder getting the maximum combined score out of 100 will be selected as the successful bidder.
- In case of a tie, preference will be given to the bidder with higher financial score i.e. having quoted the lower Quote. In case of a tie in financial as well as technical score, the AAI can award the assignment to any one of the bidders at its sole discretion.
- AAI reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
- AAI reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue, to be intimated to the Technically Qualified bidders.
- If there is a discrepancy between words and figures, the figures written in words shall prevail.



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**9. SIGNATURE OF BIDS/OFFERS**

The offer must contain the name, designation, residence and place of business of the person or persons making the offer and must be duly signed and stamped on each page by the bidder with his usual signature.

Offer by a partnership firm must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).

The Power of Attorney in the name of the person signing on behalf of the Consultant shall be furnished along with the offer.

The Consultant's (Bidder's) name stated on the proposal shall be the exact legal name of the firm.

Erasures or other changes in the offer shall be authenticated by the initials of the persons signing the bid.

**10. Rejection of offer/Cancellation of contract**

If the firm/organization gives wrong information in its offer, AAI reserves the right to reject such offer at any stage or to cancel the contract, if awarded **and forfeit the EMD and SD.**

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## SECTION-E

### GENERAL TERMS AND CONDITIONS

#### 1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through **Seek clarification Tab through the E-Tender Portal only** within the specified period. No other Mode is accepted. Request for clarifications, (if any) and clarifications for the same shall be given through E-Tender Portal only.

In case of any clarification on the terms/clauses mentioned in the tender, decision of the Tender Issuing Authority shall be final.

#### 2. AMENDMENT OF TENDER DOCUMENT

Before the deadline for submission of tender, the Tender Document may be modified by AAI by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped 2 days prior to the deadline for submission of tenders as finally stipulated.

Addendum/corrigendum, if any, will be hosted at AAI Website and shall become a part of the tender document. All Tenderers are advised to see the AAI Website for addendum/corrigendum to the tender document which may be uploaded up to **1 day prior** to the deadline for submission of Tender as finally stipulated.

To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by AAI.

#### 3. REJECTION OF BID

AAI reserves the right to reject the conditional or incomplete offer.

AAI also reserves the right to accept or reject all Bids and to annul the bidding process and reject all Bids, at any time prior to award of Agreement, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of the grounds for AAI's action.

#### 4. WORK NOT TO BE LET OUT

Sub-contracting in part or full of the assignment awarded to the successful Bidder is not permitted, except as specifically approved by AAI.

#### 5. CONFIDENTIALITY CLAUSE

Any and all information in written, electronic media or oral form and disclosed to the Consultant shall at all times remain the legal and absolute property of AAI and the Consultant shall have no rights to use the information for any purpose other than that expressly authorized by AAI.

#### 6. Termination of services

The engagement of Consultant can be terminated by the Management of Airports Authority of India without assigning any reason, whatsoever, at any time during the contract period by giving 30 days' notice.

#### 7. SETTLEMENT OF DISPUTES

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the AAI management subject to a written appeal by the Consultant to the management whose decision shall be final to the parties hereto.



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Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties.

If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration.

8. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
9. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
10. Bidder shall have proper infrastructure including lap top, internet connection, stationery, etc. to carry out the work when they are required to work in AAI premises. Authority shall be providing only necessary furniture and electric connection to the Consultant when they are required to work in AAI's premises
11. The soft copies of the data/information as well as the printouts of the data/information provided during the contract period, shall be the property of AAI and the Consultants shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of AAI at any stage.
12. AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Consultant.
13. The successful bidder shall intimate the names of the persons employed by him or going to employ, who are relatives (wife, husband and dependent parents, grand-parents, children, grandchildren, brothers, sisters, uncle, aunts, cousins and their corresponding in laws) of AAI employees.
14. All the above terms & conditions, scope of work and guidelines as mentioned in shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

**(Signature of Issuing Authority)**

**E -TENDER FOR COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP24) & ASSISTANCE IN FILING ANNUAL RETURN 2022-23 & 2023-24 AND RELATED SERVICES ETC.**



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**SECTION- F**

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

**Bidders to follow the following procedure to submit the bids online through the e-Procurement portal <http://eprocure.gov.in>**

1. Bidder should do Online Enrolment in this Portal using the option Click here to Enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities.
2. Bidder then login into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser time for the upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the E-procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS formats. If there more than one document, they can be clubbed together.





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10. Bidder should arrange for the Tender Cost & EMD as specified in the tender. The Bank Acknowledgement / online confirmation on the NEFT/RTGS to be uploaded in the Technical Bid Cover only through Online.
11. The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75 -100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.



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19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (**as per Server System Clock**).
26. For any queries related to the Bid documents, the bidders are asked to contact through Seek Clarification Tab available in the E-Tender Portal and no other Mode of seeking clarification is accepted.
27. Tenderer is required to submit their tender through online in the form of **Two Cover System** on or before scheduled bid due date of closing and time as notified in the NIT. The tender received after the due date and time will not be entertained.



Tender Ref.No. AAI/SR/GST CELL/GST CONSULTANCY/2022  
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28. Tender Document can be submitted online only in the designated procurement portal <https://etenders.gov.in/eprocure/app> on or before the due date and time.
29. Tenderer should submit the tender for Comprehensive Consultancy Service by AAI in accordance with the Instructions to Bidders & Terms & Conditions of Tender.

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(To be uploaded online)

**SECTION-G**

**Format-I**

**LETTER OF SUBMISSION – COVERING LETTER**

**(ON THE LETTER HEAD OF THE BIDDER)**

Date:

To

The General Manager (Finance),  
Airports Authority of India,  
Southern Region Head Quarters,  
Operational Offices Complex,  
Meenambakkam,  
Chennai-600 027.

Sir,

**Sub.: E -TENDER FOR COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP25) & ASSISTANCE IN FILING ANNUAL RETURN 2022-23 TO 2024-25 AND RELATED SERVICES ETC.**

**TENDER Ref.No. AAI/TAX CELL/GST CONSULTANT/2022  
E-TENDER ID: 2022\_AAI\_127035\_1**

Being duly authorized to represent and act on behalf of .....  
(Hereinafter referred to as “the Bidder”) and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

Sl. No.	Particulars	Page no. of scanned documents
(i)	The Bank Acknowledgment/ Online Confirmation on the remittance details of NEFT/RTGS transfer towards Tender Cost & EMD.	
(ii)	Scanned copy of the Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per <b>Evaluation Criteria no. 1</b>	
(iii)	Scanned copy of financial statements (Balance Sheet & Profit and Loss Account) duly certified by Auditor along with Income Tax Return including computation of Income for the respective years as per <b>Evaluation Criteria no. 2</b>	
(iv)	Scanned copy of the Resume of the partners giving the brief details of relevant experience with membership no., same should be attested by Managing partner /senior partner as per <b>Evaluation Criteria no. 3</b>	

**E -TENDER FOR COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP24) & ASSISTANCE IN FILING ANNUAL RETURN 2022-23 & 2023-24 AND RELATED SERVICES ETC.**



**Tender Ref.No. AAI/SR/GST CELL/GST CONSULTANCY/2022  
E-TENDER ID: 2022\_AAI\_127035\_1**



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(v)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no.& the Segment handled same should be certified by Managing partner /senior partner as per <b>Evaluation Criteria no.4.</b>	
(vi)	Scanned copy of Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.) as per <b>Evaluation Criteria no. 5</b>	
(vii)	Audited Balance Sheet & P&L of the client as per <b>Evaluation Criteria no. 5</b>	
(viii)	Scanned Copy of Certificate from the respective organization / PSU to prove the experience of working in SAP as per <b>Evaluation Criteria no. 6</b>	
(ix)	Scanned Copy of Proof of Address as per <b>Evaluation Criteria no. 7</b>	
(x)	Scanned copy of the Self declaration as mentioned in Format I. The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India as per <b>Evaluation Criteria no.8</b>	
(xi)	Scanned copy of PAN,GST No. of the Firm/LLP	
(xii)	Scanned copy of duly filled in <b>Format II and Format III</b>	
(xiii)	Scanned copy of <b>entire set of tender documents including blank format of Price bid</b> , duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

We hereby declare that we have not been black listed/ debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Signature of the Tenderer or Authorized Signatory: \_\_\_\_\_

Name of the Tenderer : \_\_\_\_\_

Office Seal : \_\_\_\_\_



Tender Ref.No. AAI/SR/GST CELL/GST CONSULTANCY/2022  
E-TENDER ID: 2022\_AAI\_127035\_1



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(To be uploaded online)

**SECTION-G**  
**Format-II**  
**UNCONDITIONAL ACCEPTANCE LETTER**

**(To be given on Letter head along with Technical Bid)**

To,

The General Manager (Finance),  
Airports Authority of India,  
Southern Region Head Quarters,  
Operational Offices Complex,  
Meenambakkam,  
Chennai-600 027.

Sub: - Acceptance of AAI NIT conditions

**Ref- E -TENDER FOR COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP25) & ASSISTANCE IN FILING ANNUAL RETURN 2022-23 TO 2024-25 AND RELATED SERVICES ETC.**

TENDER Ref.No. AAI/TAX CELL/GST CONSULTANT/2022  
E-TENDER ID: 2022\_AAI\_127035\_1

Sir,

I/We have read all the clauses, terms and conditions of E-Tender by AAI for “**COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP25) & ASSISTANCE IN FILING ANNUAL RETURN 2022-23 TO 2024-25 AND RELATED SERVICES ETC.**” and accept them unconditionally. I/We understand that in case of conditional offer my/our tender shall be summarily rejected.

I/We declare that I/We have not paid and shall 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 shall immediately report it to the appropriate authority in AAI.

Date:

Yours Sincerely,

Place:

(Signature of the Tenderer/Authorized Signatory with Office Seal)



**Tender Ref.No. AAI/SR/GST CELL/GST CONSULTANCY/2022  
E-TENDER ID: 2022\_AAI\_127035\_1**



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(To be uploaded online)

**SECTION-G  
Format-III  
TECHNICAL BID**

1	<b>Name of the Firm / LLP</b>	
2	<b>Complete Postal Address:</b>	
3	<b>Pin code / Zip code</b>	
4	<b>Contact Information</b>	
	<b>Office Phone Number:</b>	
	<b>Mobile Number:</b>	
	<b>E-Mail:</b>	
	<b>Name &amp; Designation of Contact Persons</b>	
5	<b>Year of Establishment: (enclose the copy of the Registration Certificate)</b>	
6	<b>Nature of Business</b>	
7	<b>Details of Partners with professional qualifications:</b>	
8	<b>Registration Details (<i>attach proof</i>)</b>	
	<b>Firm/LLP Registration Number &amp; Date:</b>	
	<b>PAN</b>	
	<b>GST Registration No.:</b>	
	<b>Others, if any:</b>	

**E -TENDER FOR COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP24) & ASSISTANCE IN FILING ANNUAL RETURN 2022-23 & 2023-24 AND RELATED SERVICES ETC.**



**Tender Ref.No. AAI/SR/GST CELL/GST CONSULTANCY/2022  
E-TENDER ID: 2022\_AAI\_127035\_1**



\*\*\*\*\*

9	Details of experience (should be supported with copy of work order/agreement:  *Completion certificate to be enclosed.	Sl. No	Year for which appointed	Name of the PSU/Unit	Gross turnover of the PSU/Unit	Nature of Assignment	Date of completion of assignment*
10	Turnover of Chartered Accountant Firm/ Cost Accountant Firm (Year-wise)	Sl. No	F.Y. 2018-19	F.Y. 2019-20	F.Y. 2020-21		
11	Debarred/black listed by CBI/CVC/any other Government agencies	YES OR NO					
12	<b>Bank Account Particulars:</b>						
	Name of the A/c holder						
	Bank Account Number						
	Account type (SB/ CA)						
	Name of the Bank						
	Branch & Address						
IFS code							

I / we hereby confirm that the particulars given above are correct and complete and also undertake to inform any future changes to the above details.

**Name, Seal & signature of the Authorized signatory**



(To be uploaded online)

**SECTION-G**  
**Format-IV**

**FINANCIAL BID**

**E -TENDER FOR COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP25) & ASSISTANCE IN FILING ANNUAL RETURN 2022-23 TO 2024-25 & RELATED SERVICES ETC**

<b>BILL OF QUANTITY</b>	<b>Quote for Professional Fee per annum (Excl. GST) (in figure as well as in words) (Rs.)</b>
<b>Professional Fee in Lumpsum per annum for providing Consultancy for MONTHLY GST COMPLIANCE, RECONCILIATION (OCT-22 TO SEP25) &amp; ASSISTANCE IN FILING ANNUAL RETURN RESPECTIVE YEARS 2022-23 TO 2024-25 &amp; RELATED SERVICES ETC as per Scope of work as mentioned in Section-A for the state of Tamilnadu, Puducherry and UT of Lakshadweep.</b>	INR :..... INR IN WORDS:..... .....
<b>GST</b>	
<b>TOTAL</b>	

- **The rates/charges are to be quoted in Indian Rupees only.**
- **L1 will be identified on the grand total of the PRICE Bid Summary excluding GST.**
- Rate should be quoted in the spread sheet file (.xls format) available in **e- Procurement Portal only** and shall be signed digitally by a person duly authorized to sign on behalf of bidders.
- GST is required to be quoted separately in the price bid. Non-quoting of GST separately in the price bid will be deemed to be included in the price quoted. Thus additional claim on account of GST shall not be entertained at any cost.

**Place :**

**Date :**

**(Signature of the Tenderer with Office Seal)**






Government of India

Form GST REG-06

[See Rule 10(1)]

Registration Certificate

Registration Number :33AAACA6412D1ZF

1.	Legal Name	AIRPORTS AUTHORITY OF INDIA		
2.	Trade Name, if any	AIRPORTS AUTHORITY OF INDIA		
3.	Constitution of Business	Others		
4.	Address of Principal Place of Business	AIRPORTS AUTHORITY OF INDIA, OPERATIONAL OFFICES, SOUTHERN REGION, CHENNAI AIRPORT, MEENAMBAKKAM, Kanchipuram, Tamil Nadu, 600027		
5.	Date of Liability	01/07/2017		
6.	Date of Validity	From	01/07/2017	 NA
7.	Type of Registration	Regular 		
8.	Particulars of Approving Authority			
Signature				
Name				
Designation				
Jurisdictional Office				
9.	Date of issue of Certificate	25/04/2019		
Note: The registration certificate is required to be prominently displayed at all places of Business/Office(s) in the State.				

**Details of Additional Place of Business(s)**


GSTIN 33AAACA6412D1ZF  
Legal Name AIRPORTS AUTHORITY OF INDIA  
Trade Name, if any AIRPORTS AUTHORITY OF INDIA

Total Number of Additional Places of Business(s) in the State 10

Sr. No.	Address
1	AIRPORTS AUTHORITY OF INDIA, Operational Office, CHENNAI INTERNATIONAL AIRPORT,MEENAMBAKKAM, Kanchipuram, Tamil Nadu, 600027
2	AIRPORTS AUTHORITY OF INDIA, MADURAI AIRPORT, MADURAI, Madurai, Tamil Nadu,625022
3	AIRPORTS AUTHORITY OF INDIA, COIMBATORE INTERNATIONAL AIRPORT,COIMBATORE, Coimbatore, Tamil Nadu, 641014
4	AIRPORTS AUTHORITY OF INDIA, TIRUCHIRAPALLI AIRPORT, TIRUCHIRAPALLI,Tiruchirappalli, Tamil Nadu, 620007
5	AIRPORTS AUTHORITY OF INDIA, TUTICORIN AIRPORT, TUTICORIN, Thoothukudi, TamilNadu, 628103
6	AIRPORTS AUTHORITY OF INDIA, SALEM AIRPORT, SALEM, Salem, Tamil Nadu, 636309
7	AIRPORTS AUTHORITY OF INDIA, KURUVIMALAI, KANCHIPURAM, Kanchipuram, TamilNadu, 631502
8	AIRPORTS AUTHORITY OF INDIA, Aeronautical Communication, Doddabetta , Udagamangalam,Coonoor, Nilgiris, Tamil Nadu, 643002
9	AIRPORTS AUTHORITY OF INDIA, Vellore Airport, Vellore, Vellore, Tamil Nadu, 632114
10	AIRPORTS AUTHORITY OF INDIA, Vadakkumelur, Neyveli, Cuddalore, Tamil Nadu, 607801

GSTIN 33AAACA6412D1ZF  
Legal Name AIRPORTS AUTHORITY OF INDIA  
Trade Name, if any AIRPORTS AUTHORITY OF INDIA

**Details of Person in Charge**

1		Name	PUDUR MURUGESAREDDY RAVICHANDRAN
		Designation/Status	ASSISTANT GENERAL MANAGER
		Resident of State	Tamil Nadu



Government of India

**Form GST REG-06**

[See Rule 10(1)]

**Registration Certificate**

Registration Number : 34AAACA6412D1ZD

1.	<b>Legal Name</b>	AIRPORTS AUTHORITY OF INDIA			
2.	<b>Trade Name, if any</b>	AIRPORTS AUTHORITY OF INDIA			
3.	<b>Constitution of Business</b>	Statutory Body			
4.	<b>Address of Principal Place of Business</b>	AIRPORTS AUTHORITY OF INDIA, PUDUCHERRY AIRPORT, LAWSPET, Pondicherry, Puducherry, 605008			
5.	<b>Date of Liability</b>	01/07/2017			
6.	<b>Period of Validity</b>	From	01/07/2017	To	NA
7.	<b>Type of Registration</b>	Regular			
8.	<b>Particulars of Approving Authority</b>				
Signature					
Signature Not Verified Digitally signed by DS GOODS AND SERVICES TAX NETWORK 1 Date: 2018.07.17 22:09:02 IST					
Name					
Designation					
Jurisdictional Office					
9.	Date of issue of Certificate	17/07/2018			
Note: The registration certificate is required to be prominently displayed at all places of business in the State.					



## Annexure A

GSTIN	34AAACA6412D1ZD
Legal Name	AIRPORTS AUTHORITY OF INDIA
Trade Name, if any	AIRPORTS AUTHORITY OF INDIA

## Annexure B

### Details of Additional Places of Business

Total Number of Additional Places of Business in the State

0

GSTIN	34AAACA6412D1ZD
Legal Name	AIRPORTS AUTHORITY OF INDIA
Trade Name, if any	AIRPORTS AUTHORITY OF INDIA

### Details of CEO or Equivalent

1



Name	RAMASUBBU VENKATACHALAPATHY
Designation/Status	Airport Director
Resident of State	Tamil Nadu



Government of India

**Form GST REG-06**

[See Rule 10(1)]

**Registration Certificate**

Registration Number: 31AACA6412D1ZJ

1.	<b>Legal Name</b>	AIRPORTS AUTHORITY OF INDIA			
2.	<b>Trade Name, if any</b>	AIRPORTS AUTHORITY OF INDIA			
3.	<b>Constitution of Business</b>	Statutory Body			
4.	<b>Address of Principal Place of Business</b>	AIRPORTS AUTHORITY OF INDIA, Agatti Airport, Airport Road, Agatti, Lakshadweep, Lakshadweep, 682553			
5.	<b>Date of Liability</b>	01/07/2017			
6.	<b>Period of Validity</b>	From	01/07/2017	To	NA
7.	<b>Type of Registration</b>	Regular			
8.	<b>Particulars of Approving Authority</b>				
Signature					
Signature Not Verified Digitally signed by DS GOODS AND SERVICES TAX NETWORK 1 Date: 2018.07.19 00:56:55 IST					
Name					
Designation					
Jurisdictional Office					
9.	Date of issue of Certificate	19/07/2018			
Note: The registration certificate is required to be prominently displayed at all places of business in the State.					

This is a system generated digitally signed Registration Certificate issued based on the deemed approval of application on 01/07/2017 .



GSTIN 31AAACA6412D1ZJ  
Legal Name AIRPORTS AUTHORITY OF INDIA  
Trade Name, if any AIRPORTS AUTHORITY OF INDIA

**Details of Additional Places of Business**

Total Number of Additional Places of Business in the State

0

**Annexure B**

GSTIN 31AAACA6412D1ZJ  
Legal Name AIRPORTS AUTHORITY OF INDIA  
Trade Name, if any AIRPORTS AUTHORITY OF INDIA

**Details of CEO or Equivalent**



Name: IYANPERUMAL SRIVIDHAR  
Designation/Status APD/AGM(ATM)  
Resident of State Tamil Nadu