



# AIRPORTS AUTHORITY OF INDIA

## INTERNAL AUDIT DEPARTMENT

### **Tender id:-**

**Notice inviting Technical & Financial bids from Empanelled CA/CMA firms of Eastern Region (E/R) for conducting Internal Audit of Bagdogra Airport , Airports Authority of India, Bagdogra for the Financial Year 2019-20 (01.04.2019 to 31.03.2020)**

AAI invites Technical & financial bids from empanelled CA/CMA firms for conducting Internal Audit of Bagdogra Airport, AAI, for the Financial Year 2019-20 (01.04.2019 to 31.03.2020).

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

It is further informed that Empanelled CA/CMA firms shall be awarded the Internal Audit work up to maximum of 2 (Two) L-1 Quoted bids of the Audit works in r/o the Region/Airport/Stations. Therefore, NIT's of CA/CMA firms already opened & Happens to be L-1 against 2 (Two) Audit works, then subsequent offers will be technically rejected and Financial bids will not be opened. The unconditional acceptance letter is a prerequisite document of Technical bid and for call of financial bids. In case of any deficiency it should be fulfilled by the firms before the opening of financial bids (Envelope - II) otherwise financial bids will not be opened to that firm(s).3

(Lala Ram)  
AGM - FINANCE (IA)  
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NEW OFFICE COMPLEX  
SAP, NEW DELHI-110003  
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**E-bids shall be submitted in two bid system as follows :**

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

The Technical bids shall contain Unconditional acceptance letter as per Annexure-VI which is required to be duly signed and stamped by the Authorized signatory of the firm and submit under the Technical bid folder in the form of scanned copy for Qualifying the Technical bid and opening the financial bid of the firm.

### **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/eprocure/app>. The Financial Bid is also available on AAI website [www.aai.aero](http://www.aai.aero) Please note that the submission of the Financial Bid is essential and can only be uploaded through the E-tender portal <https://etenders.gov.in/eprocure/app>.

The last date of submission of financial bid is 20.08.2020 by 15.00hrs. And the same shall be opened on 21.08.2020 at 15.30hrs.

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## General Information and Guidelines

1. AAI reserves to itself the right to reject the conditional tenders without assigning any reason thereto. Further AAI 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 tender(s).
2. **CA/CMA firms shall be awarded the Internal Audit work for maximum 2 (two) Audit work of this Region.** It is further informed that Empanelled CA/CMA firms shall be awarded the Internal Audit work up to maximum of 2 (Two) L-1 Quoted bids of the Audit works in r/o the Region/Airport/Stations. Therefore, NIT's of CA/CMA firms already opened & Happens to be L-1 against 2 (Two) Audit works, then subsequent offers will be technically rejected and Financial bids will not be opened.
3. In case, any firm found to be the lowest in 2 (two) stations, the same will not be considered eligible for the remaining Region/Airports.
4. The above bid amount is inclusive of professional fees, TA/DA, local conveyance, lodging & boarding etc. except GST/applicable taxes. No other payment shall be made except quoted above. The payment shall be released after acceptance of the report by the Competent Authority.
5. **Period of Assignment: Audit work period is 07 (Seven) Working days by the Audit Team of Three Members (One FCA/FCMA Qualified Professional with two other Assistants). The internal audit work assigned is required to be completed within a period of 07(Seven) working days from the date of commencement of Audit.**
6. **Terms of Payment:** The payment will be released after approval of the Internal Audit reports, Audit carried out by the Firm, competent Authority and you must quote your GST number in the bill / invoice.
7. **Others:**
  - I. In case of any disputes arising out of the assignment, the decision of Member (Finance), Airports Authority of India shall be final and binding on both the parties.
  - II. For clarifications, if any, the matter may be addressed to the Executive Director (F&A)-IA, Airports Authority of India, New Office Complex, Safdarjung Airport, New Delhi-110003.

**8. Cover-I, Bidder should quote the rates in Downloaded BOQ-sheet from the portal keeping in mind that Audit is to be carried out within time frame and period of Audit.**

**9. Other terms & conditions as mentioned in the EOI dated 18/01/2017 / Technical bid shall remain same.**

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#### Annexure-IV

**NAME OF THE AIRPORT /STATION /REGIONAL OFFICE- Bagdogra Airport along with estimated cost of Audit which is proposed to be carried out by CA/CMA Firms for the period from 01.04.2019 to 31.03.2020.**

S.NO.	NAME OF THE STATION/REGIONAL OFFICE	ESTIMATED COST (Rs.)
1.	Bagdogra Airport	132000/- + GST (as applicable)

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## Annexure-V

### **GUIDELINES TO BIDDERS/ SELF-HELP FILES/FAQ & SYSETEM 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/eprocure/app>. The Help desk services shall be available on all working days (**except Sunday**) 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-3523,3505	0930-1800 Hrs. (MON-FRI)
3.	Mrs. S. Nita AGM(IT)	After 12 Hours	<a href="mailto:snita@aai.aero">snita@aai.aero</a>	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4.	General Manager(IT)	After 03 Days	<a href="mailto:gmitichq@aai.aero">gmitichq@aai.aero</a>	011-24657900	0930-1800 Hrs. (MON-FRI)

- c. The above mentioned help desk numbers are intended only for queries related to the issues on e-tendering portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager from AAI.

All the CA/CMA firms are requested to submit their Technical & Financial Bid through AAI e-tender portal by using digital signature of Class III that includes (a) signing and (b) encryption within.

In case of any assistance please contact above mentioned person/personnel along with the undersigned bid manager

Bid Manager : Mr. Lala Ram, AGM (Fin.) Phone No. 011-24645344/ 011-24632950 Ext. 3329 and email id : [lalaram@aai.aero](mailto:lalaram@aai.aero)

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## Annexure-VI

### **TO BE SUBMITTED IN E-TECHNICAL BID**

#### **ACCEPTANCE LETTER**

**(Scanned copy for Technical bids)**

(Refer Clause for technical bid of NIT)

To,  
THE GENERAL MANAGER (FIN)- IA  
AIRPORTS AUTHORITY OF INDIA  
NEW OFFICE COMPLEX  
SAP, NEW DELHI-110003  
PH. NO. 01124629346

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

Sir,

**E-tender documents for Notice Inviting Technical & Financial bids from the Empanelled CA/CMA Firms of Eastern Region for conducting Internal Audit of Bagdogra Airport, AAI for the Financial Year 2019-20 (01.04.2019 to 31.03.2020).**

1. Has 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 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

**Signature Not Verified**

Digitally signed by LALA RAM  
Date: 2020.08.13 11:21:27 IST  
Location: eProcurement System for Central PSUs