



Airports Authority of India

Biju Patnaik Int'l Airport, Bhubaneswar – 751020

No. AAI/BBSR/FIN/PHY.VERIFICATION/2020-21

Dt. 22.03.2021

Subject: - NIQ for Physical Verification of Fixed Assets and Reconciliation with SAP FAR for Bhubaneswar Airports as on 31.03.2021

Sealed quotations are invited by the Dy. General Manager (F&A), Airports Authority of India, **Biju Patnaik Int'l Airport, Bhubaneswar – 751020** for engaging Chartered/Cost Accountants firm for “Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for AAI, Biju Patnaik Int'l Airport, BBSR” at an Estimated Cost of Rs. 50000/- (Rupees Fifty Thousand only) (All inclusive) and GST extra as applicable.

(L1 Bidder will be awarded the job subject to fulfilling the eligibility criterion/terms and condition.)

MODE OF SUBMISSION OF QUOTATION:-

Following two envelopes (Envelope A –Technical Bid and Envelope B- Financial Bid) shall be submitted by 30.03.2021(1500 Hrs) in a sealed master envelope: -

Envelope A (Technical Bid) (Must be Clearly Marked Outside) containing copies of :-

1. Self- attested and stamped Copy of Chartered/Cost Accountant firm Registration Certificate mentioning date of registration of Firm. **(Only Firms having Registration date on or before 22.03.2011 are eligible to apply in this NIQ.)**
2. Self- attested and stamped Copy of PAN Card,
3. Self- attested and stamped Copy of GST Registration Certificate,
4. Self- attested and stamped Copy of Experience Certificate as per Annexure – I (to prove meeting of eligibility criterion), &
5. Original letter of Acceptance duly signed and stamped as per format given in Annexure – II.
6. Copy of Self- attested and stamped, Audited Financial Statement (containing Balance Sheet and Profit & Loss Account) of CA/CMA Firm for the Financial year ended 31.03.2020. Turnover/Professional Income as per P& L Account for the FY 2019-20 should not be less than Rs. 1.5 Lacs.

Authorised signatory certificate must be there in Envelope – A, in case, the quotation is signed by someone other than the proprietor of the firm. Incomplete & ambiguous Quotation will be rejected. Corrections or overwriting in the quotation, if any, should be attested.

Envelope B (Financial Bid) (Must be Clearly Marked Outside) containing copies of:-

1. The Financial Bid only in the format given in Annexure – III.

The amount is to be quoted as per format given in the **Annexure – III**. (Quoted Rates must be all inclusive of all cost or expenses and taxes whatsoever) and GST will be paid extra as applicable.

Both the above two envelopes (Envelope A and Envelope B) may be sealed in another envelope marked as ‘Master Envelope’. The Master Envelope should be super-scribed “NIQ for Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for AAI, BPI Airport, Bhubaneswar”.

and addressed to :-

Dy. General Manager (F&A)
**O/o Airport Director,
Airports Authority of India,
Biju Patnaik International Airport,
Bhubaneswar-751020.**

Last date and time of receipt of Master Envelope : 30.03.2021 up to 1500 IST.

Date and time of opening of Envelope A (Technical Bid) : 30.03.2021 at 1530 IST.

Probable Date and time of opening of Envelope B (Financial Bid) : - 31.03.2021 at 15.30 IST
or any other date shall be intimated to the successful bidders by email.

SCOPE OF WORK:-

- 1) To carry out a comprehensive Physical Verification of Fixed Assets in co-ordination and consultation with the respective HODs of the concerned departments.
- 2) Prepare a detailed report of all existing Fixed assets Location wise/Item wise so that the assets can be identified from the report itself at any point of time.
- 3) Reconciliation of Physical Fixed Assets with respective Books of Accounts, SAP Fixed Assets Register indicating excess or shortages. Identifying the Assets which are not in working condition may be listed and inserted in the report.
- 4) In case any shortfall in internal control is noticed, the corrective action may be intimated in the report for better control.
- 5) Submitting the detailed Physical verification report along with reconciliation with the Fixed assets register. Suggesting entries to be passed in the books of accounts if any with individual Assets nos.

Eligibility Criteria:

1. **The Chartered Accountants Firm / Cost Accountants Firm, having experience of Physical Verification of Fixed Assets in any Govt. Departments/Govt. Organisations (Central Govt. or State Govt.) or Public Sector Undertakings (PSUs) during the last five years are eligible to apply. Work Order copies with satisfactory work completion certificate from any Govt. Departments/Govt. Organisations (Central Govt. or State Govt.) or Public Sector Undertakings (PSUs) must be enclosed in support of the Experience Certificate (Annexure –I).**
2. Turnover/Professional Income of CA/ CMA Firm as per P& L Account for the FY 2019-20 should not be less than Rs. 1.5 Lacs.

3. **Only Firms having Registration date on or before 22.03.2011 are eligible to apply in this NIQ.**

Award of Work: The work will be awarded to bidder who will quote the lowest in total for the entire work.

Completion Period: - Within 30 days from the date of issue of Work Order or from 31.03.2021 whichever is later.

Liquidated Damages: -In case of failure to execute the order in full within the specified period, liquidated damages shall be charged @ 1 % per week or part thereof for not completing the assignment within specified period but it will not exceed 10% of the contract value. Even the contract can be cancelled at the risk and cost of the bidder, in case the bidder fails to complete the work as per schedule indicated in the work order.

Non-satisfactory completion of assignment: In case of non-satisfactory completion of assignment, amount as decided by DGM(Finance) may be withheld and will be released on successful completion of assignment after obtaining successful completion of assignment certificate from DGM(Finance)

Payment terms: - The **Dy. General Manager (Finance), Airports Authority of India, BPI Airport, BBSR** is the paying authority. The payment will be processed within 30 days of satisfactory completion of the work and submission of Physical verification Report and submission of Tax Invoice. Bank details are mandatory for making E-payment. The payment of the bill is subject to submission and acceptance of the Physical Verification Report by the Competent Authority. As AAI to avail GST ITC, the firm has to file the GSTR1 against the issued invoice. The following documents may be submitted for processing of payment:

- a) GST Invoice
- b) Bank Details and cancelled cheque
- c) Successful completion of assignment certificate obtained from DGM (Finance)

Terms & Conditions: -

Duly completed quotation along with requisite documents should reach by Speed/Registered post or by person at the following address on or before **30.03.2021 up to 15 00 Hrs IST** positively.

**The Dy. General Manager(Finance)
O/o The Airport Director,
Airports Authority of India,
Biju Patnaik International Airport
Bhubaneswar – 751020.**

Or the sealed envelope may be dropped in the tender box available at Ground Floor of the above address as per above timeline.

AAI will not be responsible for delay in submission of Quotation sent by post beyond 15.00 IST on 30/03/2021.

Envelope B of qualified bidders shall be opened after scrutiny of the documents of Envelope A.

The bidder who has been debarred by AAI will not be eligible for the NIQ.
The bidder who has not fulfilled the condition in totality will not be eligible.
AAI reserves the right to accept/reject any Quotation without assigning any reason.
AAI reserves the right to cancel a part or whole of the NIQ without assigning any reason.

DGM (Fin.) will be the Competent Authority and his decision will be binding upon award of the job.

In case of the conditional offer by any of the firm, the bid shall be rejected.

Two copies of the final report shall be submitted in a binding /spiral binding form. The soft copy of the report also to be submitted in a pen drive.

Successful bidder should deploy suitable manpower for undertaking the Physical Verification of Fixed assets as per scope of work mentioned in the NIQ in consultation and co-ordination with the concerned HODs. The bidder must ensure that the size of the teams must commensurate with the size and nature of the work involved. It should be ensured that the physical verification team is headed at all times by at least one Chartered Accountant /Cost Accountant along with one semi qualified Chartered Accountant/ Semi qualified Cost Accountant.

The Successful bidder will ensure that every information which comes to the knowledge/obtained in respect of the operations or assets of the department is to be kept strictly confidential.

The work of Physical verification needs to be carried out during working hours of AAI, i.e. 0930 Hrs to 1800 Hrs from Monday to Friday except holidays.

The NIQ shall form part of the Award letter.

For any query related to the above quotation a mail can be sent at bbsr_finance@aai.aero.

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Date:-

Annexure-I

Name of the Work: NIQ for Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for Bhubaneswar Airport” as on 31.03.2021

Experience Certificate
(To be submitted in Envelope A)

List of Govt. Departments/Govt. Organisations or Public Sector Undertakings where the job of Physical Verification carried out during the last five years: -

Sl. No.	Name of Government Department/ Public Sector Undertakings	Work Order No. and date *	Client Completion Certificate No. and date *
1.			
2.			
3.			

(*Work order and Client completion Certificate copies not enclosed with this certificate will not be considered)

Signature of the Partner/ Proprietor: _____

Name: _____

Name of the Firm: _____

Address: _____

PAN: _____ GSTIN: _____

Date: _____

(Sign and seal)

ACCEPTANCE LETTER
(To be submitted in Envelope A)

No. AAI/FIN/SAU/PHY.VERIFICATION/2020-21

Date:- .

To:
Dy. General Manager(Finance)
O/O The Airport Director,
Airports Authority of India,
Biju Patnaik International Airport
Bhubaneswar – 701020

Subject: - Acceptance of Terms & Conditions of NIQ.

Name of Work: - NIQ for Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for BPI Airport of AAI, Bhubaneswar” as on 31.03.2021

Dear Sir,

1. The NIQ document for the works mentioned above has been provided/supplied to us by Airports Authority of India and I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document made available to me / us, which shall form a part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
2. I / We hereby unconditionally accept the NIQ conditions of AAI's NIQ document in its totality for the above works.
3. It is clarified that after unconditionally accepting the NIQ conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the NIQ enclosed in envelope "A" & "B" and the same has been followed in the present case. In case any provisions of this NIQ are found violated after opening envelope "A" & "B". I / we agree that the NIQ shall be rejected.
4. That, 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 ask for bribe / gratification, I will immediately report it to the appropriate authority of AAI.
5. That, I /We declare that I/we have not debarred by AAI or any Government or PSUs during last five years before the date of submission of the tender.

Yours Faithfully,

(Authorized Signatory with

Stamp)

Date: _____

FINANCIAL BID
(To be submitted in Envelope B)

Subject: - Submission of Financial Bid.

Sl.no.	Particulars	Total Fees in Rupees inclusive of all costs, expenses and taxes excluding GST as applicable
1.	Physical verification of Fixed assets and reconciliation thereof with Books of Accounts (SAP).	
	TOTAL	

Total in words (Rupees _____ only).

*Quoted Rates must be all inclusive but excluding GST as applicable.

L1 BIDDER WILL BE SELECTED ON THE BASIS OF LOWEST OVERALL TOTAL QUOTED PRICE

Yours Sincerely

(Authorized Signatory with

Stamp)

Name & Address of the Firm:

Telephone no. _____ Mobile no. _____ E- mail Id

_____ Date : _____