

**AIRPORTS AUTHORITY OF INDIA  
INTERNAL AUDIT DEPARTMENT RAJIV  
GANDHI BHAWAN**

**E -TENDER FOR ENGAGEMENT OF CA/ CMA FIRMS FOR CONDUCTING AUDIT OF  
ELECTICAL & CIVIL ENGINEERING DEPARTMENT**

**NOTICE INVITING ONLINE TENDER NO-2020\_AAI\_40375\_1**

- 1.1 Notice Inviting tenders are invited by Airports Authority of India for Engagement of CA/ CMA FIRMS under **two-bid system** from the empaneled CA/CMA firms of Northern Region for conducting Audit of Engineering Department (Civil & Electrical), Southern Region at Internal Audit Department, Rajiv Gandhi Bhawan CHQ for the period from 1.4.2018 to 31.03.2019.
- 1.2 The tender document is made available and open for downloading free of cost from 16.01.2020 to 22.01.2020 1500 hrs. at AAI's official website [CPP Portal https://etenders.gov.in/eprocure/app](https://etenders.gov.in/eprocure/app).
- 1.3 The tender document consists of two volumes –Volume-I Technical Bid and Volume-II – Price Bid. Technical Bid (Envelop- I) 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 shall submit under the Technical bid folder in the form of scanned copy. The financial bid (Envelop-II) is called through the Electronic process and can be downloaded from the CPP portal <https://etenders.gov.in/eprocure/app> . The Financial bids also available on AAI website [www.aai.aero](http://www.aai.aero) .
- 1.4 The last date of online submission of offers will be 23.01.2020 **at 15:30 hrs.** Unless otherwise notified. In the event of changes in the schedules, **the same** will be notified the only through [CPP Portal https://etenders.gov.in/eprocure/app](https://etenders.gov.in/eprocure/app).

The unconditional acceptance letter in envelop - I (Technical) is a prerequisite for call of financial bids (envelop-II). In case of any deficiency required to be corrected by the firms they can make it before the opening of financial bids (Envelop-II) otherwise financial bids will not be opened to that firm (s).

**(Rajesh Jindal)**  
AGM FINANCE (I A) / BID MANAGER  
AIRPORTS AUTHORITY OF INDIA  
NEW OFFICE COMPLEX  
SAP, NEW DELHI 110003  
PH. NO. 24629346, 011 24632950

MOB- 9213516879

## **General Information and Guidelines**

1. AAI reserves to itself the right to reject the conditional Tenders/Bids without assigning any reason thereto. Further AAI reserves to itself the right to reject any or all the tenders/Bids without assigning any reason thereof and to call for any other detail or information from any of the tender(s).
2. CAICMA firms shall be awarded the Internal Audit work after approval of the competent Authority.
3. Firm may submit their bill/Invoice after the approval and acceptance of the Report.
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 amount. The payment shall be released after acceptance and approval of the report by the Competent Authority.
5. Bidder should quote the rates in Downloaded BOQ-sheet from the CPP Portal.
6. Other terms & conditions as mentioned in the EOI dated 18/01/2017. Technical bid shall remain same.

**(Rajesh Jindal)**  
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Annexure- IV

Name of the Audit Work-conducting Internal Audit of Engineering Department (Civil & Electrical) of Southern Region at CHQ, Airports Authority of India, Rajiv Gandhi Bhawan, New Delhi for the period from 01.04.2018 to 31.03.2019.

S.NO.	Name of the Audit Work & Office	ESTIMATED COST (Rs.)
1.	Conducting Internal Audit of Engineering Department (Civil & Electrical) of Southern Region at CHQ, Airports Authority of India, Rajiv Gandhi Bhawan, New Delhi for the period from 01.04.2018 to 31.03.2019 (2018-2019).	224000/- + (GST/Applicable taxes)

(Rajesh Jindal)  
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Annexure-V

**GUIDELINES TO BIDDERS/ SELF-HELP FILES/FAQ & SYESTEM 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/e procure/app>. The Help desk services shall be available on all working days (except Sunday and 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:erochel@aai.aero">erochel@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:etendersuggort@aai.aero">etendersuggort@aai.aero</a> or <a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950, Ext-3505,3523	0930-1800 Hrs. (MON-FRI)
3.	Mrs. S. Nita AGM(IT)	After12 Hours	<a href="mailto:snita@aai.aero">snita@aai.aero</a>	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4.	General Manager(IT)	After03 Days	<a href="mailto:gmitchq@aai.aero">gmitchq@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 a-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 CAICMA firms are requested to submit their Financial Bid through AAle-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

(Rajesh Jindal)  
AGM- FINANCE (I A) / BID MANAGER  
AIRPORTS AUTHORITY OF INDIA  
NEW OFFICE COMPLEX  
SAP, NEW DELHI-110003  
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E-mail: [rkjindal@aai.aero](mailto:rkjindal@aai.aero)

MOB- 9213516879



## 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  
AIRPORT 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 CAICMA FIRMS of the Northern Region for conducting Internal Audit of Engineering Department (Civil & Electrical) of Southern Region at CHQ, Airports Authority of India, Rajiv Gandhi Bhawan, New Delhi for the period from 01.04.2018 to 31.03.2019 (2018-2019), 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