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AIRPORTS AUTHORITY OF INDIA
DEVI AHILYA BAI HOLKAR AIRPORT
INDORE (M.P.)-452005

Tender Fee: Rs 590/-[Rs 500.00 + Rs 90.00 (G.S.T@18%)]

TENDER DOCUMENT

Name of Work: E-TENDER FOR Engagement of GST consultant for filing of GST returns, Return for TDS & TCS under GST regime and to give professional advice on GST issue for MP's Five Airport viz. Bhopal, Indore, Jabalpur, Gwalior &Khajuraho

TENDER NO: 2020-AAI-INDORE-GST CONSULTANT

(E-Tendering through NIC-CPP)

(C....NIL.I....NIL....O....NIL)

कार्या. विमानपत्तन निदेशक विमानतल, इंदौर -452005 फोन न. 0731-2626617/618/629

O/o The Airport Director, DABH Airport, Indore - 452005 Telephone: 0731-2626617/618/629




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कार्या. विमानपत्तन निदेशक विमानतल, इंदौर - 452005 फोन न. 0731-2626617/618/629

O/o The Airport Director, DABH Airport, Indore - 452005 Telephone: 0731-2626617/618/629

NOTICE INVITING e-Tender (Two Envelopes Open Tender)

AAI/ID/SAU/GST/20-21/

Date: 30.06.2020

- 1) NIT are invited through the CPP e- tendering by Airport Director, Airports Authority of India, DABH Airport, Indore on behalf of Chairman, AAI from the Chartered Accountant/Cost Accountant/Indirect Tax Firm/ Consultant for the work of Engagement of GST consultant for filing of GST Returns, Returns for TDS & TCS under the GST regime and to give professional advice on GST issues (as per scope of work) for AAI, for the MP's Five Airports for a period of 24 months.
- 2) The bidding process in online at NIC e-portal URL address <https://etenders.gov.in/eprocure/app> Aspiring bidders may go through the NIT document by "Login CPP Portal".
- 3) Prospective Bidders are advised to get themselves acquainted for e-tendering participation requirements available at "INSTRUCTION TO BIDDER", register themselves at NIC e-tender Portal, obtain 'User ID' & 'Password' and go through the 'Self Help Files' available in the Home page after log into the Portal <http://etenders.gov.in>. They should also obtain Class II or Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 day time. The Bidder may also take Guidance from AAI Help Desk Support (Contact Details mentioned in Instruction to Bidder). Bidders are advised to visit CPP Portal Website regularly to keep themselves updated as any change/modification in the tender will be intimated through this website only.
- 4) NIT Documents may be downloaded from CPP Portal: <http://etenders.gov.in/eprocure/app> and Airports Authority of India web site www.aai.aero (For Reference only) as per the Schedule [Critical Dates] given below:

CRITICAL DATES

Publishing Date	30.06.2020
Bid Document Download / Sale Start Date	01.07.2020 from 0930 hrs.
Clarification Start Date	01.07.2020 from 0930 hrs.
Clarification End Date	04.07.2020 upto 1800 hrs
Bid Submission Start Date	01.07.2020 from 0930 hrs.
Bid Submission End Date	08.07.2020 upto 1800 hrs

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Last date and time of submission of Proof of EMD and Draft against Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter in original	13.07.2020 upto 1500 hrs.
Bid Opening Date (Envelope – I)	13.07.2020 at 1530 hrs
Bid Opening Date (Envelope – II)	20.07.2020 at 1500 hrs
Tender Fee	Rs.590/- (i/c GST) Non – refundable. (Rupees Nine Thousand Six Hundred Only) in the form of RTGS/NEFT/Bank Transfer to AAI SBI Account No. 33986211619 IFSC Code SBIN0030526
EMD	Rs. 9600.00 (Rupees Nine Thousand Six Hundred Only) in the form of RTGS/NEFT/Bank Transfer to AAI SBI Account No. 33986211619 IFSC Code SBIN0030526

BID SUBMISSION: The Following Two E-Covers shall be submitted through online CPP Portal by the Bidders as per Critical Dates given above.

(Cover – I (Technical Bid) shall contain the following Documents: (Bidder may refer para 2 of Instruction to Bidders).

a. Scanned Copy [in PDF Format] of Unconditional Acceptance of AAI's NIT conditions as per "Annexure-II" on bidder's letter head.

b. EMD amounting to Rs. 9600.00 (Rs. Nine thousand six hundred only) to be deposited online through RTGS/NEFT/Bank transfer to AAI SBI Account No. 33986211619 IFSC Code SBIN0030526, Airport Branch, Indore. Bidder shall have to upload Scanned Copy [in PDF] of details of Earnest Money Deposit [EMD].

c. Tender Fees amounting to Rs. 590.00 (Rs. Five hundred Ninety only) to be deposited online through RTGS/NEFT/Bank transfer to AAI SBI Account No. 33986211619 IFSC Code SBIN0030526, Airport Branch, Indore. Bidder shall have to upload Scanned Copy [in PDF] of details of Tender Fees.

d. Scanned Copy [in PDF Format] of PAN card of the bidder.

e. Scanned Copy [in PDF Format] of Registration Certificate of GSTIN of the bidder.

f. Scanned copy [in PDF Format] of Experience Certificates/Award letter for GST matter, issued in the name of the bidder.

g. Scanned copy [in PDF Format] of Certificate of practice from the concerned Institute i.e Institute of Chartered Accountant of India or Institute of Cost Accountants of India.

h. Scanned copy [in PDF Format] of self-declaration as per ANNEXURE – IV on bidder's letter head.

i. Scanned copy in [in PDF Format] of office address located at Indore, contact details of Bidder like land line/ Mobile No., E-mail etc. on bidder's letter head.

The Bidder shall upload the digitally signed file of scanned documents, in support of their meeting each criteria mentioned above in the CPP Portal. Hard copy of application shall not be entertained.

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Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

The above documents are compulsorily uploaded in the CPP Portal in E-Cover-I. In case of Non submission of any or all the above documents from Sl. No. (a) to (h) above, the bid shall be rejected, and no further opportunity would be given.

E-Cover – II All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document. Then the same is to be downloaded and be filled by all the tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (Such as name of the tenderes). No other cells should be changed. Once the details have been completed the tenderer should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by tenderer the bid will be rejected.

5. BID OPENING PROCESS:

E-Cover-I: Containing Documents uploaded by the Bidder shall only be opened on the Date as specified in the Critical Date Table. If any clarification is needed from the bidder about the deficiency in uploaded documents, the bidder shall be asked to provide it through Short Fall Documents folder in e-tendering Portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection. The intimation regarding acceptance/rejection of their bids will be intimated to the Bidder through CPP Portal only.

E-Cover-II The Financial Bids of the Bidders found to be meeting the qualifying requirements of E-cover-I (Technical Bid) shall only be opened.

6. The Proof of online payment of Tender fees and EMD in AAI Bank Account along with original Unconditional acceptance in original should reach by post/ courier in the office of **Deputy Gen. Manager(Fin)**, Airports Authority of India, DABH Airport, Indore-5 before the date & time as specified in **CRITICAL DATA SHEET**. The details of proof of payment physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

7. REFUND OF EMD

Refund of EMD of unsuccessful bidders who fail to qualify the eligibility stage shall be initiated within minimum 7 days of their rejection. For all bidders who qualify and their financial bids are opened the refund of EMD of all unsuccessful bidders shall be processed within minimum 7 days of opening of the financial bid.

8. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off NIT process at any stage without assigning any reason.

9. AAI reserves the right to disallow issue of NIT document to working agencies whose performance at ongoing project(s) is below par and usually poor and has been issued letter of restrain / temporary / permanent debar by any department of AAI. AAI reserve the right to verify the documents submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then AAI shall take the following action:

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- (a) Forfeit the entire amount of EMD submitted by the firm.
- (b) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual/legal action.

10. Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

11. If the entity participating in the NIT is a private or public limited company, partnership firm or proprietary firm and any of the Directors/ Partners/ proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI NIT.

Deputy General Manager (Finance)
AAI, DABH Airport, Indore.

उप महाप्रबंधक (वित्त)
Deputy General Manager (Fin)
भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India
दे.अ.बा.हो. विमानपत्तन / DABH Airport
इन्दौर (म.प्र.)/INDORE (M.P.)

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देवी अहिल्या बाई होल्कर एयरपोर्ट, इंदौर
(ISO 14001:2004 प्रमाणित)

AAI/IND/SAU/NIT-01/2020-21/

Date: 30/06/2020

// NIT DOCUMENT //

1. Item rate tenders are invited through the e-tendering portal by Deputy Gen. Manager, (Fin.) Airports Authority of India, DABH Airport, Indore – 452005 (MP) Ph: 0731-2626618 and mobile no. 9869255530 1(Bid Manager) on behalf of Chairman, A.A.I from the eligible contractors for the work of **“Engagement of GST consultant for filing of GST returns at DABH Airport, Indore (For MPs Five Airports).”** at an estimated cost of Rs. 480000.00 (excluding GST) with period of completion 24. (Twenty Four) months.

The tendering process is online at e- portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Aspiring bidders may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CPP-portal, obtain 'Login ID' & 'Password' and go through the instructions available in the Home Page after log in to the CPP-Portal <https://etenders.gov.in/eprocure/app> or www.aai.aero. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days' time. The tenderer may also take guidance from AAI Help Desk Support through path aai.aero/tender/e-portal/helpdesk/support.

- (i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as follow: -

Tel: 0120-4200462, 0120-4001002, Mobile: 91-8826246593,

E-mail: support-eproc@nic.in

Bidders are requested to kindly mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

For any further technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers on all working days only between

- (ii) 08.00 hrs to 20.00 hrs (Mon-Sat)-

011-24632950, Ext – 3512 (Six Lines), E-Mail: - eprochelp@aai.aero

- (iii) 09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24632950, Ext – 3523, E-Mail: - etendersupport@aai.aero

sanjeevkumar@aai.aero and snita@aai.aero.

- (iv) 09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24657900, E-Mail: - gmitchq@aai.aero.

Tender fee of **Rs. 590/- (i/c GST) Non – refundable** will be required to be paid in the form of RTGS/NEFT/Bank Transfer to AAI SBI Account No. 33986211619 IFSC Code SBIN0030526.

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The Proof of online payment of Tender fees and EMD in AAI Bank Account along with original Unconditional acceptance in original should reach by post/ courier in the office of **Deputy Gen. Manager(Fin)**, Airports Authority of India, DABH Airport, Indore-5 before the date & time as specified in **CRITICAL DATA SHEET**. The details of proof of payment physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

2. Following 2 Envelopes shall be submitted through online at CPP-portal by the bidder as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	30.06.2020
Bid Document Download / Sale Start Date	01.07.2020 from 0930 hrs.
Clarification Start Date	01.07.2020 from 0930 hrs.
Clarification End Date	04.07.2020 upto 1800 hrs
Bid Submission Start Date	01.07.2020 from 0930 hrs.
Bid Submission End Date	08.07.2020 upto 1800 hrs
Last date and time of submission of Proof of EMD and Draft against Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter in original	13.07.2020 upto 1500 hrs.
Bid Opening Date (Envelope – I)	13.07.2020 at 1530 hrs
Bid Opening Date (Envelope – II)	20.07.2020 at 1500 hrs
Tender Fee	Rs.590/- (i/c GST) Non – refundable. (Rupees Nine Thousand Six Hundred Only) in the form of RTGS/NEFT/Bank Transfer to AAI SBI Account No. 33986211619 IFSC Code SBIN0030526
EMD	Rs. 9600.00 (Rupees Nine Thousand Six Hundred Only) in the form of RTGS/NEFT/Bank Transfer to AAI SBI Account No. 33986211619 IFSC Code SBIN0030526

Sd/-

Deputy General Manager (Finance)
AAI, DABH Airport, Indore.

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GENERAL GUIDELINES/INSTRUCTIONS TO BIDDERS

1. ELIGIBILITY CRITERIA :

The Bidder shall submit their application only at CPP portal [http:// etender.gov.in/ eprocure/ app](http://etender.gov.in/eprocure/app). Bidders are advised to follow the instruction provided in the NIT Document for online submission of Bids. Uploading of application in location other than specified above shall not be considered. Hard Copy of Application shall not be entertained.

2. Eligibility for participation in the NIT

2.1 The bidder must be Chartered Accountants from the Institute of Chartered Accountant of India (ICAI) or Cost Accountants from Institute of Cost Accountants of India (ICAI) or equivalent having office in **Indore**. The Bidder must submit certificate of practice from the concerned Institute i.e Institute of Chartered Accountants of India or Institute of Cost Accountants of India.

2.2 The Bidder should have Permanent Account Number (PAN) and GST Registration Number.

2.3 Proof of execution of works :Bidder should have successfully completed similar work or with better (Higher) requirements, works or services with (1) One work order of value equal to 80% or more of the estimated cost or (2) Two separate Works Orders, each for a value equal to 50% or more or (3) three separate Work Orders, each for a value equal to 40% or more of the similar work.

2.4 Bidder shall have an office at Indore, so that they can visit AAI, Self Accounting Units office as and when required by AAI. The Bidder is required to provide the details of office address, contact details like Land line No. / Mobile no. and E-mail address etc.

2.5 EMD of unsuccessful bidders shall be returned. Refund of EMD to bidders who fail to qualify the technical stage shall be initiated within 7 days of their rejection. For all bidders whose financial bids are opened the refund of EMD except for L1 bidder shall be processed within 7 days of opening of the financial bid. For refund of EMD bidder has to submit their bank details as per ANNEXURE-III.

3. E.cover- I (Technical Bid)-

List of documents mentioned at para 4 (a to h) of NIT document only to be attached with the E-Cover-I (Technical Bid.)

4. E-Cover-II (Financial Bid) - The Financial e-Bid through CPP portal

All rates shall be quoted in the Format provided at ANNEXURE-V and no other format is acceptable. **Bidder should quote their rate exclusive of GST. Bidder who quoted the lowest rate at overall total will be considered as L1 bidder.**

5. For any Technical related queries follow the below guidelines:

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"E-Tendering guidelines to the bidders"

E-Tendering Participation Requirements: Interested bidders/tenderers willing to participate through e-tendering process are required to register themselves in the GOI Central Public Procurement Portal www.etenders.gov.in

For special Instructions to the Contractors/Bidders for the e-submission of the bids online through e-Procurement Portal [click here](#) or follow hyperlink given below:

<https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page>

Bidders Manual Kit available for download at the hyperlink given below:

<https://etenders.gov.in/eprocure/app?page=BiddersManualKit&service=page>

For any technical assistance with regard to the functioning of the portal, the bidders may contact the Help desk according to escalation matrix given below:

CPPP under GePNIC, Help Desk Services

1. For any technical related queries, please call the Helpdesk at 24 x 7 Help Desk Numbers: 0120-4200462, 0120-4001002

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/clarifications relating to the tender(s) published, kindly contact the respective Tender Inviting Authority.

Tel : 0120-4200462, 0120-4001002

Mobile: 918826246593

E-Mail : support-eproc@nic.in

2. For any Policy related matter / Clarifications, Please contact Dept of Expenditure, Ministry of Finance.

E-Mail : cphp-doe@nic.in

3. For any Issues / Clarifications relating to the publishing and submission of AAI tender(s)

- a. In order to facilitate the Vendors/Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under

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GePNIC<https://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal(CPPP).

- b. Before submitting queries, bidders are requested to follow the instructions given in **"Guidelines to Bidders"** and get their computer system configured according to the recommended settings as specified in the portal at **"System Settings for CPPP"**.

4. In case of any issues faced, the escalation matrix is as mentioned below:

S. No.	Support Persons	Escalation Matrix	E-mail address	Help Desk Number	Timings
1.	Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, EXT-3512 (6Lines)	0800-2000 Hrs.(MON-SAT)
2.	Sh. Sanjeev Kumar, Jr. Exe.(IT)	After 4 Hours of issue	sanjeevkumar@aai.aero	011-24632950, Ext- 3505	0930-1800 Hrs.(MON-FRI)
3	Name of the Bid Manager	After 12Hours	rajeshr@aai.aero	011-24632950 Ext - 3078	0930-1800 Hrs.(MON-FRI)
4.	General Manager(IT)	After 3 days	gmit@aai.aero	011-24657900	0930-1800 Hrs.(MON-FRI)
5.	Finance Incharge	After 3 days	sauindore@aai.aero	9770223425	0930-1800 Hrs.(MON-FRI)

***The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.**

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

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6. Bidders are advised to visit this website regularly to keep themselves updated as any change/modification in the tender will be intimated through this website only. Bids shall be submitted online at CPP portal: <http://etenders.gov.in>

OTHER TERMS & CONDITIONS OF THE NIT

1. Bidders shall submit the tender which shall satisfy conditions laid down in the NIT document, failing which the tender will be liable to be rejected. Also if the documents submitted by the firm are found to be incorrect or have some discrepancies which disqualifies the firm then the AAI shall take the following action:
 - a) Forfeit the entire amount of EMD submitted by the firm.
 - b) Debar the Firm for minimum 3 years to participate in Tender for AAI in any name.
2. Security Deposit shall be @10% of total Contract value. EMD in respect of the successful bidder shall be converted to Security Deposit and balance amount payable if any, to be paid within seven (07) days from the date of award of contract. The amount of SD shall be refunded after successful completion of the contract.
3. AAI shall forward the required data in excel format as per AAI format. Agency has to collect the data and arrange the data according to GST return format for filing of GST returns.
4. In case of any default leading to penalty on the part of agency, the same shall be borne by them.
5. Demand Notice from Tax Authority: - After filing of GST return, if there is any Default Notice is received from GST Authority, the responsibility for resolving the issue will be rest with the Agency within the specific time given by the Authority.
6. No subletting of the contract shall be permitted.
7. The contract can be terminated by AAI giving one-month notice without assigning any reason thereof.
8. Effect & Legal Jurisdiction:
 - i) The contract shall be considered as having come into force from the date of issue of letter of award of the contract by AAI.
 - ii) The Law applicable to this contract shall be the law enforced in India. The courts of Indore shall have exclusive jurisdiction in all matters arising out of this contract.
9. Paying Authorities: Payment shall be made by Indore office on monthly basis within 10 working days, from the date of received of valid invoices. If agency fails to provide the required services on all days as specified, a penalty @ Rs. 1000/- per day shall be levied for the period for which services are not provided.
10. Agency shall keep updated AAI regarding any changes of GST rules & regulations.
11. Validity of the e-tender shall be 90 days from the date of opening of Financial Bid (Envelop-II)

12. DISPUTE RESOLUTION MECHANISM:

- a. If a dispute of any kind, whatsoever, arises between AAI and agency in connection with or arising out of the contract or the execution of the works, whether during the execution of the works or after their completion and whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action,

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opinion, instruction, determination; the matter in dispute shall, in the first place, be referred to the Dispute Resolution committee (DRC) appointed by Chairman, Airports Authority of India.

- b. DRC thus constituted may act as 'conciliator' and will be guided by principles of 'conciliation' as included in part III of Arbitration & conciliation Act 1996. DRC should take into consideration, rights and obligations of parties, usage to trade concerned and circumstances surrounding the dispute(s), including any previous business practices between parties. Efforts of DRC should be to come to an amicable settlement of outstanding disputes. If parties agree, a written settlement will be drawn up and signed by the parties. DRC will authenticate the settlement and furnish a copy to each party.
13. Bidders are advised to inspect and examine the nature of work and satisfy themselves before submitting their Tender so as to know the quantum of work. Bidder shall be deemed to have full knowledge of the work to be carried out whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
14. Submission of a Tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope of the work to be done.
15. The Bidder shall give a list of AAI employees related to him, if otherwise NIL report to be submitted.
16. Dispute Resolution Mechanism and Arbitration

Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, design, drawings and instruction here-in before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

- i. If the contractor considers any work demanded of him to be outside the requirement of the contract, or disputes any drawing, record or decision given in writing by the SAU, in-charge/Engineer-in-Charge or if the Engineer in Charge considers any act or decision of the contractor on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable and is disputed such party shall promptly within 15 days of the arising of the disputes request the Executive Director (Engg.)/Regional Executive Director/Member (Plg) /Chairman, AAI as the case may be, who shall refer the dispute to Dispute Redressal Committee (DRC) within 15 days along with a list of disputes with amounts claimed if any, in respect of each such disputes. The Dispute Redressal Committee (DRC) shall give the opposing party two weeks for written response, and give its decision within a period of 60 days extendable by 30 days by consent of both the

(C....NIL.....NIL.....O....NIL)

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parties from the receipt of reference from the Executive Director (Engg.)/Regional Executive Director/Member (Plg) /Chairman, AAI. Provided that no party shall be represented before the Dispute Redressal Committee by an advocate / legal counsel etc. If the Dispute Redressal Committee (DRC) fails to give its decision within aforesaid period or any party is dis-satisfied with the decision of Dispute Redressal Committee (DRC) or expiry of time limit given above, then either party may within a period of 30 days from the receipt of the decision of Dispute Redressal Committee (DRC), give notice to the Executive Director (Engg.)/Regional Executive Director/Member (Plg) /Chairman, AAI as the case may be for appointment of Arbitrator on prescribed proforma as per Appendix-XVII. under intimation to the other party.

It is also a term of contract and each party invoking Arbitration must exhaust the aforesaid mechanism of settlement of claims/disputes prior to invoking Arbitration. The Executive Director (Engg.)/Regional Executive Director/Member (Plg) /Chairman, AAI shall in such case appoint the sole arbitrator or one of the three arbitrators as the case may be within 30 days of receipt of such a request and refer such disputes to arbitration. Wherever the Arbitral Tribunal consists of three Arbitrators, the contractor shall appoint one arbitrator within 30 days of making request for arbitration or of receipt of request by Engineer in Charge to Executive Director (Engg.)/Regional Executive Director/Member (Plg) /Chairman, AAI for appointment of arbitrator, as the case may be, and two appointed arbitrators shall appoint the third arbitrator, who shall act as the presiding arbitrator. In the event of :

a. A party fails to appoint the second arbitrator, or b. The two appointed arbitrators fail to appoint the Presiding Arbitrator, then Member (Plg) / Chairman, AAI shall appoint the second or Presiding Arbitrator as the case may be.

ii Disputes or difference shall be referred for adjudication through arbitration by a Tribunal having Sole Arbitrator where tendered amount is Rs. 300.00 Cr or less. Where tendered value is more than Rs. 300.00 Cr., Tribunal shall consist of three arbitrators as above. The requirements of the arbitration and the conciliation act, 1996 (26 of 1996) and further modified Act in 2015 and any further statutory modifications or reenactment thereof and the rules made thereunder and for the time being in force shall be applicable.

It is a term of this contract that the party invoking Arbitration shall give a list of disputes with amounts, claimed, if any, in respect of each such disputes along with the notice for appointment of Arbitrator and giving reference to the decision of the DRC. It is also term of this contract that any member of Arbitration Tribunal shall be a graduate engineer with experience in handling public works, engineering contracts at a level not lower than Chief Engineer. This shall be treated as mandatory qualification to be appointed as Arbitrator.

Parties, before or at the time of appointment of Arbitral Tribunal may agree in writing for fast track arbitration as per the Arbitration and Conciliation Act, 1996 (26 of 1996) as amended in 2015.

(C....NIL.I....NIL.....O....NIL)

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Subject to provision in the Arbitration and Conciliation Act, 1996 (26 of 1996) as amended in 2015 whereby the counter claims if any can be directly filed before the arbitrator without any requirement of reference by the Appointing Authority, the Arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award against each disputes and claim referred to him and in all cases where the total amount of the claims by any party exceed Rs. 1,00,000/-, the Arbitrator shall give reasons for the award.

It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid as per the Act. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

The place of the arbitration shall be mentioned in schedule 'F'. In case there is no mention of place of arbitration, the Arbitral Tribunal shall determine the place of arbitration. The venue of the arbitration shall be such place as may be fixed by the Arbitral Tribunal in consultation with both the parties. Failing any such agreement, then the Arbitral Tribunal shall decide the venue.

-sd-

Deputy General Manager (Finance)
AAI, DABH AIRPORT, Indore

(C....NIL.I....NIL....O....NIL)

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ANNEXURE-I**// SCOPE OF WORK //**

Assignment: - Engagement of GST consultant for filing of GST returns, Return for TDS & TCS under GST regime and to give professional advice on GST issue for MP's Five Airport viz. Bhopal, Indore, Jabalpur, Gwalior & Khajuraho. The scope of work will also include preparation and filing of required submissions with tax authorities, assist in GST/GST TDS proceedings i.e. details required to be submitted to tax authorities, appearance and follow up with tax authorities, furnishing information and opinion to AAI, providing required certificate if any and extendable by further one year on same terms and conditions on satisfactory performance during the contract period.

The consultancy services shall include but shall not be limited to:-

- Filing of GST Returns, Returns for TDS & TCS under GST regime as per the GST regulation.
- Data for filing of return shall be downloaded from AAI system and provided by AAI to the agency as per AAI reporting format. Agency has to arrange the data as per GST return format if required.
- However, before uploading the data the same shall be required to be reviewed for correctness/mismatch of data if any, and contact AAI immediately.
- During the preparation of data / details for Tax Audit purpose Agency shall guide/provide required information, whatsoever required.
- Assisting for GST audit audit if any, conducted during contract period or audit conducted on later stage for the contract period.
- Providing advice / guidelines for queries / clarification and any other issues relating to GST matter sought from time to time.
- The agency has to visit AAI, Indore office once in a month initially for 4 months to know the system from where data for filing of GST return shall extract, after that visit will be as per requirement of AAI or at their discretion. No extra charges shall be paid for the visit.
- Certificates, if any to be issued in pursuance of TDS GST.

-sd-

Deputy General Manager (Finance)
AAI, DABH AIRPORT, Indore

(C....NIL.I....NIL....O....NIL)

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ANNEXURE-II**UNDERTAKING UNCONDITIONAL ACCEPTANCE OF AAI'S NIT CONDITIONS**
(ON FIRMS LETTER HEAD)

To,
The Airport Director,
Airports Authority of India,
DABH, Airport, Indore

2. Name of work: Engagement of GST consultant for filing of GST returns, Return for TDS & TCS under GST regime and to give professional advice on GST issue for MP's Five Airport viz. Bhopal, Indore, Jabalpur, Gwalior & Khajuraho.

Sir,

The NIT document for the above work has been purchased by me/us from Airports Authority of India e-portal. I/We hereby certify that I/We have read the entire terms and conditions of the NIT documents made available to me/us at the AAI e-portal, which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.

I/We hereby unconditionally accept(s) the NIT conditions of AAI's NIT documents in its entirety for the above work.

The contents of Notice Inviting Tender of the NIT Document have been noted wherein it is clarified that after unconditionally accepting the NIT conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebate on quoted rates if any) in the NIT document and the same has been followed in the present case. In case this provisions of the NIT is found violated after opening of NIT. I/We agree that the NIT shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the Earnest Money Deposit (EMD) absolutely.

The required EMD of Rs. 9600.00 (Rs. Nine thousand Six Hundreds) for above mentioned work been submitted online to AAI SBI Account No. 33986211619 IFSC Code SBIN0030526 vide UTR No. dated

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 shall immediately report it to the appropriate authority if AAI.

I/ We agree that "If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAI, apart from any other appropriate / Legal action".

Thanking You,

Yours Faithfully

(Signature of the Agency/Firm) With Rubber Stamp)

(C....NIL.I....NIL....O....NIL)

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ANNEXURE-III

1. Name of the Firm :-
2. Name of the Bank:-
3. Date of Deposit of EMD :-
4. Nature of Deposit (RTGS/NEFT/Bank Transfer etc.) :-
5. UTR Number etc. :-
6. Bank Details of the Bidder (For refunding of EMD to unsuccessful Bidder)
 - i) Name of Bank :-
 - ii) Bank Account Number :-
 - iii) IFSC Code of the Bank :-

(Signature of the Bidder With Rubber Stamp)

(C....NIL.I....NIL....O....NIL)

ANNEXURE-IV**// DECLARATION //**

I (_____) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found / incorrect, my EMD may be forfeited and action as deemed fit by AAI can be taken against me.

Signature of the Authorized**Signatory of the Bidder**

Note: If any of the supporting documents is submitted in any language other than English, a self – attested English Version shall be submitted with the respective document, however as mentioned all the documents duly self-attested shall be submitted



(C....NIL.I....NIL....O....NIL)

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ANNEXURE – V**Format of Price-Bid to be submitted in E-Cover-II (Financial Bid)**

Nature of Work	Quantity	Rate per month	Amount (24 months)
		(Rs.)	(Rs.)
B	C	D	E= (DX24)
Engagement of GST consultant for filing of GST returns, Return for TDS & TCS under GST regime and to give professional advice on GST issue for MP's Five Airport viz. Bhopal, Indore, Jabalpur, Gwalior & Khajuraho. The scope of work will also include preparation and filing of required submissions with tax authorities, assist in GST/GST TDS proceedings i.e details required to be submitted to tax authorities, appearance and follow up with tax authorities, furnishing information and opinion to AAI, providing required certificate if any	24 Months		

Note:

- (A) Only GST as applicable shall be paid extra on the above quoted rates.
 (B) Statutory Deductions like TDS etc. shall be made by this Directorate as per statutory rate and norms wherever applicable.



(C....NIL.I....NIL....O....NIL)

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CHECK LIST FOR SUBMISSION OF BIDS

e-Cover-1: Fee Bid

1. Scanned copy of the proof of online payment of tender fee of Rs. 590.00
2. Scanned copy of the proof of online payment of EMD of Rs. 9600.00
3. Scanned copy of duly signed and stamped **Unconditional Acceptance of AAI's Tender Conditions in the format as given Annexure-II** of tender document.
4. Duly Filled **Annexure –III**
5. Scanned copy of the valid PAN (either of the firm or the proprietor).
6. Scanned copy of the GST registration.
7. Scanned copy of the registration of firm.
8. Performance/Experience Certificate.
10. Digitally signed tender document by tenderer.
- 11. Declaration by bidder** As per format given in Annexure IV.

Note: Bidders shall upload the scanned copy of all the above documents in readable form. All documents shall be digitally signed.

e-Cover-2 (Financial BID)

A. Price Schedule: BOQ AS PER ANNEXURE-V

AUTHORIZED SIGNATURE

NAME OF THE SIGNATORY

NAME & ADDRESS OF THE BIDDER WITH SEAL



(C....NIL..I....NIL....O....NIL)

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