



***Airports Authority of India  
Trivandrum International Airport  
TRIVANDRUM  
KERALA.***

**Notice Inviting Quotation**

Sealed limited Quotations in the prescribed forms are hereby invited by Airports Authority of India (AAI), Trivandrum International Airport , Kerala for “Engagement of Professional Consultant for Goods & Service Tax (GST) in AAI Kerala State Airports & Filing of GST Returns - KERALA STATE(GST No 32AAACA6412D1ZH ) The details about the Quotation are placed in the website of AAI, i.e., [www.aai.aero](http://www.aai.aero). Interested firms may go through the website before applying for the same. Applications completed in all respect should reach AAI on 17-11-2017 by 1500 hours at the following address:-

**Dy. General Manager(F&A)  
Airports Authority of India  
Trivandrum International Airport  
Administrative Office Building, 1st Floor  
Vallakadave P O**

# **KERALA -695 008.**

## **ANNEXURE-“A”**

### **GENERAL INFORMATION**

#### **ORGANISATION**

Airports Authority of India (AAI) has been constituted as a statutory organisation under the Airports Authority of India Act, 1994. It manages a total of 125 Airports all over India covering all the states & Union Territories, including 18 International Airports,7 [Customs Airports](#),78 Domestic Airports and 26 [Civil enclaves](#) at Defence 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.

**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 AAI Airports
- Passenger Service fees collected for providing passenger facilities in the terminal building
- User Development Fee Collected from Departing International & Domestic Passengers.

**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 in airports.

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

### **Billing**

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 centrally.

### **Realization**

Realization 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.

### **Accounting**

Accounting of the above billing and realization are made in SAP module at the airports and CHQ for the respective billing and realization made by them.

### **Major Areas of Expenditure**

1. Procurement of Plant & Machinery, Equipment, Furniture, Vehicles, Spares, Software, Computers etc.
2. Works / Contract including AMC/ R&M & Capital Expenditure for Civil/Electrical/Electronics/MT/FIRE/MM/ANS/CNS/SECURITY etc
3. Security Services provided by Government Agencies like CISF, State police, etc.
4. Hiring of Manpower
5. Hiring of Vehicles
6. Legal Services
7. Transportation of Goods by Road/Air
8. Money Exchange
9. Professional Services
10. Telecommunications Services
11. Expenditure on CSR activities
12. Import of Foreign Services

13. Services provided by Government Agencies like Meteorological Department, Local Authority etc.

## **ANNEXURE-"B"**

### **SCOPE OF WORK:**

AAI- Trivandrum International Airport intends to engage a consultant/consultancy firm to provide advisory services on GST for Airports in Kerala State in connection with implementation of Goods and Services Tax (GST) w.e.f 01.07.2017. Consultant appointed shall visit AAI-Trivandrum Airport – Trivandrum and Upload necessary GST Returns to be filed for KERALA STATE within the stipulated time frame of the GST Act. Also necessary reconciliation with the AAI, General Ledger Codes maintained in the ERP SAP platform. The line item for a month will be 700-800 approximately for Kerala State including Airports at Cochin, Calicut, Trivandrum.

### **Post implementation**

- Review of tax computations and identifying the gap for improvement.
- Returns for 12 months under GST KERALA STATE & Consultancy services in respect of Airports .
- Opinion on day to day queries related to post implementation of GST.
- Development of standardized format for compilation of returns in timely manner if any required for easement of returns etc.

## **ANNEXURE –C**

### **Eligibility Criteria:**

The Bidders/Applicants should fulfill the following eligibility criteria:

<b>Sl No</b>	<b>Eligibility Criteria</b>	<b>Documents to be submitted</b>
1	The Bidder should be a Partnership Firm/ Organization of Chartered Accountants /CMA registered in India having an experience of 2 YEARS minimum.	Certified copy of Registration certificate with Registrar & with Institute of Chartered Accountants of India/Institute of Cost Accounts of India. Copy of Certified partnership deed.
2	The Bidder should have minimum-2(two) full time qualified C.As/CMAs as partners .	Constitution certificate/ Self certification with the details of CAs/CMAs and their positions in the Firm/Co.
3	The Bidder should have full time office TRIVANDRUM.	Proper documentary evidence
4	Bidder should be regular Practitioner/Consultant for all Indirect Taxes and related matters and should have been in the business of Indirect Tax Consultancy in India at least for last 01(one) year.	Supported by information on consulting business in India namely assignment /work order/certificate.
5	The bidder should not have been barred/ black listed/ disqualified by any regulatory authority / statutory body in India.	Self-declaration-(in letter head)

6	The firm should have minimum annual turnover of Rs. 5 lacs during the year 2015-16	Balance Sheet & Profit and Loss Account duly certified is to be submitted.
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Note:-

- Documentary evidence needs to be submitted duly self-attested by the bidder for each of the eligibility criteria.
- Self-declaration needs to be signed by authorized signatory(s).

**ANNEXURE-D**

## **GUIDELINES**

### **1. PRICE BID**

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

The price shall be firm and inclusive of all –plus GST as applicable.

While quoting the price, the bidder shall consider all expenses & 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 the Quotation. Rate quoted shall be firm & shall not be quoted with price variation clause.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format ***(Annexure -I)***.

GST, if any, is required to be quoted separately in the price bid . Non quoting of GST separately, if applicable, 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.

### **2. SIGNATURE OF BIDS/OFFERS**

Offer by a partnership firm must be furnished with full name 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.

Offers not conforming to the above requirements of signing may be disqualified.

### **3. Submission of quotation**

(a) The applications should be sent in a sealed master envelope containing Technical Bid (Envelope 1) & Financial Bid (Envelope 2) super scribing **"Engagement of Professional Consultant for Goods & Service Tax (GST) in AAI"**

(b) The applicants shall quote the charges as per the prescribed matrix in envelope – 2 containing financial bid.

( c ) Quotation shall be supported by unconditional acceptance letter in the format at **Annexure- 'G'**.

(d ')Quotation duly completed in all respects should be submitted either by registered post or by hand at the following address on or before **17-11-2017 up-to1500 hours positively**. The Quotation of the bidders (Envelop 1) shall be opened on the same day at 1530 hours in the presence of the interested bidders or their authorized representatives.

**Dy. General Manager (F&A)**  
**Airports Authority of India**  
**Trivandrum International Airport**  
**Administrative Block,**  
**KERALA -695 008.**

( e )AAI reserves the right to call for any other details or information from any of the bidder(s).

### **4. OPENING OF Quotation**

- (a) The envelope 1 shall be opened at 15:30 hours on 17-11-2017 and the financial bid (in the envelope 2) of those bidders who meet the eligibility criteria, shall be opened subsequently under intimation to qualified bidders.
- (b) AAI reserves the right to extend the date of receiving/opening of the bids.

#### **5. Selection Criteria**

- (a) **Selection of the successful bidder shall be on the basis of lowest offer / Quotation.**
- (b) The decision of AAI in all matters regarding award of assignment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.

#### **6. Rejection of offer/Cancellation of contract**

If the firm/organization gives wrong information in it's offer, AAI reserves the right to reject such offer at any stage or to cancel the contract, if awarded & forfeit the all the claims.



# **GENERAL TERMS AND CONDITIONS**

## **1. PERIOD OF CONTRACT**

The Period of engagement of Consultant shall be one (1) year from the date of acceptance of award of Contract by the Consultant. If AAI feels satisfied with services provided during the period of Contract, the contract may be extended for another one year, on the same terms and conditions.

## **2. REJECTION OF BID**

AAI 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.

## **3. 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.

## **4. PAYMENT TERMS**

No Advance shall be paid by AAI. The quoted fees along with applicable GST will be released on 12 equal installments on submission of monthly invoice within 15 days of receipt of invoice.

All payment shall be subject to recoveries towards statutory deductions. The payment will be made by electronic transfer to the account of the consultant. GST as applicable will be paid.

## **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.

For maintaining the confidentiality of all the information to the successful bidder for completion of the assignment, Non-Disclosure Agreement (NDA) as prepared by, will be signed by the authorized representative of both consultant and AAI. The NDA will be signed by the successful bidder and submitted to AAI within 7 days of Letter of Award of work. The delay in commencement and completion of work on account of delay in submission of NDA shall be to the account of the consultant. AAI is not responsible for any delay due to delay/non-submission of signed NDA by the consultant.

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

## **7. LIABILITIES OF THE CONSULTANT**

Should any mistake or inadequacy appear in the documents submitted by the consultant, the consultant shall perform at its own initiative and no extra cost to AAI, all such services as shall be necessary to remedy /rectify the said mistake or inadequacy.

The Consultant shall be further liable for the consequences resulting from errors and commissions due to negligence or from inadequacy on its part or on the part of its employees or associates or experts to the extent of that total value of this contract. AAI is not responsible for any liability of whosoever in nature in the process of completion of service.

## **8. 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.

## **9. SETTLEMENT OF DISPUTES**

Except as otherwise specifically provided in the award, all disputes concerning questions of fact arising under the award 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.

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.

**10.** Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

**11.** 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.

**ANNEXURE-“F”**

## **OTHER TERMS AND CONDITIONS**

1. The rate quoted in the Tender shall be valid for 90 days from the date of its opening.
2. 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.
3. The soft copies of the data/information pertaining to implementation of GST as well as the printouts of the data/information provided during the contract period, shall be the property of AAI and the consultant 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.
4. Selected Consultant shall upload GST Returns preferably in the Premises of AAI, Trivandrum Airport.
5. Necessary Reconciliation of Credit Ledger of the GST Portal shall be verified and done by the consultant on the timeline set by the GST Act.
6. AAI, Trivandrum being Nodal Office, other Airports of Kerala viz. Calicut, Cochin, etc. data also shall be included in the GST Return Filing.
7. AAI shall be authorized to make statutory deductions as applicable from the amount payable to the consultant.
8. 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.
9. All the above terms & conditions, scope of work and guidelines as mentioned in **Annexure-B to Annexure-F** shall form part & parcel of NIQ and would be treated as terms and conditions of the contract.

(Signature of Issuing Authority)

**ANNEXURE-“G”**

**Unconditional Acceptance Letter**

**(To be given on Letterhead along with Technical Bid)**

**Dy. General Manager (F&A)  
Airports Authority of India  
Trivandrum International Airport  
Administrative Block,  
KERALA -695 008.**

**Sub:-Acceptance of AAI NIQ conditions**

**Ref-Quotation for “Engagement of Professional Consultant for Goods & Service Tax (GST) in AAI Kerala State Airports & Filing of GST Returns - KERALA STATE (GST No 32AAACA6412D1ZH)”**

Sir,

I/We have read all the clauses, terms and conditions of quotation by AAI for **“Engagement of Professional consultant for Goods & Service Tax (GST) in AAI Kerala State Airports and filing of GST Returns for Kerala State”** 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:

Sincerely yours’

Place:

(Signature of the Bidder  
with rubber stamp)

**ANNEXURE-“H”**

**Technical Bid**

**(To be given in envelop 1)**

[Super scribing “TECHNICAL BID for “for “Engagement of Professional Consultant for Goods & Service Tax (GST) in AAI Kerala State Airports & Filing of GST Returns – Kerala State(GST No 32AAACA6412D1ZH ) ” for a period of one year from the date of awarding the contract]

1. Name of the firm / organization (in Capital letters) \_\_\_\_\_

2. Address of the Head Office \_\_\_\_\_  
\_\_\_\_\_

Telephone No.&E-mail address \_\_\_\_\_

3. PAN of the firm / organization \_\_\_\_\_

4. TAN of the firm/ organization \_\_\_\_\_

5. GST registration no. \_\_\_\_\_

6. Date of constitution of the firm / organization: \_\_\_\_\_  
(Enclose the copy of the registration certificate)

7. Details of Partners:

S.No.	Name of Partner	ACA Membership Number	FCA Membership Number	CMA Membership Number

8. Details of experience. ( to be supported with work order/certificate copy)

Sl. No.	Year for which appointed	Name of the PSU/Unit/Pvt.	Gross turnover of the PSU/Unit/Pvt	Nature of Assignment	Date of completion of assignment.

10. Turnover of Chartered Accountant /CMA Firm/company :

S.No.	Year 2015-16

9. Debarred/black listed by CBI/CVC/any other Government agencies:- Yes/No.

Signature of the Applicant  
(along with the name & Seal)

**ANNEXURE-“I”**

**FINANCIAL BID**

**Quotation for “Engagement of Professional Consultant for Goods & Service Tax (GST) in AAI Kerala State Airports & Filing of GST Returns – Kerala State (GST No 32AAACA6412D1ZH**

<b>Scope of Work</b>	<b>Amount per annum (Rs) (in figure as well as in words)</b>
Professional Fee for providing Consultancy on GST to AAI Kerala State Airports and filing of Monthly/Quarterly/Annual GST Returns for Kerala State as per Scope of work as mentioned in Annexure “B”.	
<b>GST, if any</b>	
<b>Total</b>	
<b>(Rupees: _____ )</b>	

Note- The amount shall be conspicuously written both in figures as well as in words. Any over-writing, correction or insertion shall be duly signed and stamped by the authorized signatories of the bidder(s). In case of discrepancy between the amount offered in figures and words, the offer written in words shall only be considered.

Place

(Signature of the bidder with rubber stamp)

Date

**ANNEXURE-“J”**

**CHECK LIST OF DOCUMENTS - SUBMITTED ALONGWITH N.I.Q.**

(TO BE SUBMITTED ALONGWITH TECHNICAL BID)

SL. NO.	NAME OF DOUCMENT/INFORMATION	NO. OF DOCUMENTS	YES/NO
1	REGISTRAION CERTIFICATE OF FIRM/ORGANISATION		
2	MEMBERSHIP CERTIFICATE OF ACA/FCA/CMA		
3	PROOF OF ADDRESS.		
4	GST REGISTRAITON CERTIFICATE (IF ANY).		
5	AUTHORISATION LETTER (POWER OF ATTORNEY) IN SUPPORT OF SIGNATORY OF THE TENDER		
6	PAN OF FIRM/ORGANISATION -		
7	Copy of Certified partnership deed.		
8	EXPERIENCE (work order/certificate copy).		
9	Turnover of the Chartered Accountant/CMA Firm		
10	TAN (if any)		
11	Un conditional acceptance- Annexure -G		

