



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA



NSCBI Airport, Kolkata - 700 052

## Notice Inviting Quotation (NIQ)

No: AAI/NSCBI/Finance/Physical Verification (Fixed Assets)/2020-21

Dated: 04-02-2021

**Name of the work: Physical verification of fixed Assets/ Inventories and reconciliation thereof with the Books of Accounts at NSCBI Airport, Kolkata**

1. Sealed Quotations are invited by Assistant General Manager (Finance), Airports Authority of India, NSCBI Airport, Kolkata for engaging Chartered/Cost Accountant firms for **“Physical verification of Fixed Assets/ Inventories and reconciliation thereof with the Books of Accounts at NSCBI Airport, Kolkata”** as on 31st March, 2021 at an estimated cost of Rs.1,00,000.00 (Rupees One Lakh only) excluding GST
2. The Quotation shall be in the prescribed form as per Para No. 5 (**Annexure-I – Technical Bid and Annexure-II- Financial Bid**) & Last date and time of submission of bids is 19-02-2021 (15:00 Hours)
3. **Scope of Work:**  
Collection of data of Fixed Assets/ Inventories/WIP in respect of AAI NSCBI Airport as detailed below:
  - Physical Verification of Fixed Assets/ Inventories in respect of NSCBI Airport, Kolkata. The physical verification and marking of Asset number is to be carried out at respective units.
  - Reconciliation of Physical Fixed Assets/Inventories with respective Books of Accounts indicating excess or shortages.
  - Identifying the assets which are not in working condition,
  - Whether any shortfall in internal Control is noticed and the corrective action or checks to be kept in place for better control.

- Submitting the report indicating reconciliation and suggesting entries to be passed in books of accounts.

#### 4. Time of completion:

Above activities have to be performed as per scope of work mentioned in Para No. 3 and submit the report within **30 days from the date of award of contract.**

#### 5. Mode of Submission of Quotation:

Following 2 envelopes (Envelope-I: Technical and Envelope-II: Financial) shall be submitted by 19-02-2021 (15:00 Hours) in a sealed cover system and super scribed "**Physical verification of Fixed Assets/ Inventories and reconciliation thereof with the Books of Accounts at NSCBI Airport, Kolkata**" and addressed to

**O/o the Assistant General Manager (Finance)- Metro Division,  
Airports Authority of India,  
2<sup>nd</sup> Floor, Operational Building  
NSCBI Airport, Kolkata- 700 052**

**Envelope-I/Pre-qualification Bid/Technical Bid** containing qualifying requirement of consultants/firms mentioned below:

- i. The bidder must be a Chartered/ Cost Accountant firm or equivalent for similar works.
- ii. The company/firm should have a valid PAN & GST registration number.
- iii. The company/firm should have prior experience in Physical Verification of Fixed Assets/ Inventories/ Internal Audit. The bidder should have completed such work for Govt. Organizations (Central Govt. or State Govt.) including PSUs during the last five years.
- iv. Copy of previous award letter or Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work.

Envelope-I containing documents for prequalification bid shall be opened on **19-02-2021 at 15:30 hours.**

The intimation regarding eligible / non-eligible for participation in the quotation will be intimated to the Consultants/Firms through email/Letter.



**Envelope-II/The Financial Bid:**

Financial quote as per **SCHEDULE OF QUANTITIES (Annexure-II)**: Price Bid duly sealed.

The financial bid of the Consultants/Firms meeting the qualifying requirements, fulfilling criteria of technical bid shall only be considered for opening of Financial Bid. The date of opening of Financial Bid will be intimated through the e-mail.

Both the Envelopes should be put in a master cover, sealed and submitted.

**6. Award of work:**

The work will be awarded to bidder who has quoted the lowest rates.

7. Successful bidder should deploy suitable teams for undertaking the physical Verification of fixed assets/inventories as per scope of work mentioned in the NIQ. The bidder must ensure that the size of the teams is commensurate with the size of the unit and the volume of work involved. It should be ensured that the physical verification team is headed at all times by at least Chartered/ Cost Accountant along with one semi qualified CA/CMA.
8. The notice of Quotation shall form part of the award letter.
9. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call of quotation process at any stage without assigning any reason.
10. The successful bidder will ensure that the information obtained in respect of the operations of the unit is maintained in strict confidence and secrecy
11. Levy of compensation for delay is @1% per week subject to Maximum of 10% of contract value.
12. Corrections or over-writings in the Quotation, if any, should be attested.
13. The work needs to be carried out during working hours of the AAI, i.e. 9.30 AM to 6.00 PM.
14. The payment will be made within 30 days after successful completion of work and submission of Bill duly certified for satisfactory completion of work by the authorized officer.
15. For any queries regarding submission or preparation of quotations drop a mail at **saha\_jit@aai.aero**

  
**Assistant General Manager (Finance)**  
**NSCBI Airport, Kolkata**

**Technical Bid****Annexure-I**

Sl. No.	Particulars	Details
1.	Name of the Consultant/Firm	
2.	Registered Address & Details of Communication (Telephone/ Mobile No./email etc.)	
3.	PAN No.	
4.	GST Registration No.	
5.	Details of Work Experience (with Supporting client Certificates)	

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
(Name and Signature of the authorized signatory)  
(Company Seal)

## SCHEDULE OF QUANTITIES: Price Bid

Physical verification of Fixed Assets/ Inventories and reconciliation thereof with the Books of Accounts at NSCBI Airport, Kolkata

SOQ Item No.	Description of Item	Quantity	Unit Rate	Taxes (GST)	Total Amount
1	Collection of data in respect of Fixed Assets/ Inventories/WIP for AAI NSCBI Airport and submitting the complete detailed report as per detailed scope of work given in <b>Para No. 3 of NIQ</b>	1.00			
<b>GRAND TOTAL</b>					

Date: \_\_\_\_\_

\_\_\_\_\_

Place: \_\_\_\_\_

(Name and Signature of the authorized signatory)

(Company Seal)