



Airports Authority of India
Corporate Hqrs, Rajiv Gandhi Bhawan,
New Delhi, Phone : 011-24632950 EXTN. 2162

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND
RELATED SERVICES
E-TENDER NO. AAI/TAX CELL/GST CONSULTANT/2019
Domestic Open E-Tender – Two-cover System)**

TENDER ID: 2019_AAI_32536_1

Start Date & Time for Online Submission:	Upto 12.00 hrs. On	20-09-2019
Due date & Time of Technical Bid Opening:	After 15.30 hrs. on	07-10-2019

**AIRPORTS AUTHORITY OF INDIA
CORPORATE TAXATION CELL
RAJIV GANDHI BHAWAN
E -Tender for Engagement of Professional Consultant for GST and related services
E-Tender no. AAI/Tax Cell/GST Consultant/2019**

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**E -Tender for Engagement of Professional Consultant for GST and related services
IMPORTANT POINTS TO NOTE**

E-TENDER DOCUMENT NO.	AAI/TAX CELL/GST CONSULTANT//2019
TENDER INVITED FOR	Engagement of Professional Consultant for GST and Related Services
BID SECURITY / EMD	Rs.1,00,000.00 (Rupees One Lakh only)
VALIDITY OF THE TENDER	45 days from the due date for submission of tender
PUBLISHING OF TENDER DOCUMENTS ON AAI WEBSITE & CPP	20-09-2019
START DATE & TIME FOR ONLINE SUBMISSION OF BID	20-09-2019 from 12.00 Hrs.
LAST DATE & TIME FOR ONLINE SUBMISSION OF BID	04-10-2019 upto 15.00 Hrs.
TIME & DATE OF OPENING OF TECHNICAL BID	07-10-2019 after 15.30Hrs.
TIME & DATE OF OPENING OF PRICE BID	18-10-2019 1500 Hrs.
PLACE OF OPENING OF TECHNICAL BID	AIRPORTS AUTHORITY OF INDIA DEPTT. OF FINANCE & ACCOUNTS ROOM NO. 241, 2nd FLOOR, A – BLOCK RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT, NEW DELHI-110003.
For further details please visit	www.aai.aero

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NOTICE INVITING ONLINE TENDER

- 1.1 Online tenders through **e-procurement mode** are invited by Airports Authority of India for Engagement of Professional Consultant for GST and related services for a period of 24 months on the basis of the evaluation with scope for extension for an additional period of up to 12 months, subject to satisfactory performance during the contracted period and at the AAI's discretion under two-cover system.
- 1.2 The tender document is made available through **e-procurement mode** and open for downloading free of cost from 20.09.2019 to 04 .10.2019 at AAI's official website www.aai.aero and CPP Portal <https://etenders.gov.in/e procure/app>
- 1.3 The tender document consists of two volumes –Volume I Technical Bid and Volume II – Price Bid.
- 1.4 The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.
- 1.5 The Bid security (EMD) **as per Clause 4 of Section-iii** shall be paid as described in the Tender Document.
- 1.6 The offer (both Technical & Price) must be valid for a minimum of 45 days from the last date of online submission of offer; otherwise the offer shall be rejected as non-responsive.
- 1.7 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in **Section-ii Volume I Technical Bid** and bidders are advised to submit below mention documents to qualify for the award of the contract.
 - a) The bidder should submit self-declaration in the covering letter as mentioned in Format-I, stating that the bidder has not been blacklisted/debarred by any Government department/agency / falling under the denied entity list of Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.
 - b) All the documents required to meet the eligibility criteria, as per Format-III of Section- vi along with relevant documents in the Tender Document – Technical Bid shall be uploaded through e-procurement portal after scanning in .pdf format. The Tenderer may submit either Notarized or Self attested copies of the documents. The Tenderer has to produce the original documents for verification before issuing letter of award.
- 1.8 The prospective Tenderer shall submit queries, if any, through e-mail at geetha01@aai.aero and cc to rachnad@aai.aero , sanjaybansal@aai.aero in connection with this tender well in advance, not later than 5 (five) working days prior to the deadline for submission of tenders , so that the queries can be clarified. The bidders' queries will be clarified by mail and if necessary the pre-bid meeting will held be at the Office of the General Manager (F&A), Room no 241, 2nd Floor. A Block, Rajiv Gandhi Bhawan New Delhi 110003 and notification in this regard will be issued through www.aai.aero and CPP Portal <https://etenders.gov.in/e procure/app>.

- 1.9 The last date of online submission of offers will be **04.10.2019 at 1500 hrs.** unless otherwise notified. In the event of changes in the schedules, **General Manager (F&A), Room no 241, 2NDFloor. A Block, Rajiv Gandhi Bhawan New Delhi 110003** will notify the same only through www.aai.aero and CPP Portal <https://etenders.gov.in/eprocure/app>.
- 1.10 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

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GENERAL INFORMATION

ORGANISATION

Airports Authority of India (AAI) has been constituted as a statutory authority under the Airports Authority of India Act 1994. It manages a total of 129 Airports all over India covering all the states & Union Territories, including 23 International Airports, 9 Customs Airports, 77 Domestic Airports and 20 Civil Enclaves at Military 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.

- I. **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 Airports
 - Passenger Service fees collected for providing passenger facilities in the terminal building
- II. **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 on airport walls
 - Handling of cargo etc.
- III. Apart from the above AAI also earns revenues from leasing out of Mumbai and Delhi Airports to private operators.

BILLING AND REALISATION PROCESS OF REVENUE

- **Billing of Revenue**

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 of Revenue**

Realisation 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.

- **SAP MODULE**

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. Construction of Airports, Terminal Bulidings, Runways, Taxi Track etc.
2. Procurement of Plant & Machinery, Equipment, Furniture, Vehicles, Spares, Software, Computers etc.
3. Works Contract including AMC & Capital Expenditure
4. Security Services provided by Government Agencies like CISF, State police etc.
5. Hiring of Manpower
6. Hiring of Vehicles
7. Legal Services
8. Transportation of Goods by Road/Air
9. Money Exchange
10. Professional Services
10. Telecommunications Services
11. Expenditure on CSR activities
12. Import of Foreign Services
13. Services provided by Government Agencies like Meteorological Department.

Please visit AAI website at www.aai.wero for more information about AAI.

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Section i

SCOPE OF WORK

Good and Service Tax (GST)/ Service Tax

1. Consultancy Service: -

- a. To give opinion within two working days on issues/matters as referred from time to time in relation to GST issues including import and export of goods/services, dealing with related parties like subsidiaries, associates etc.
- b. Opinion on availing of CENVAT credit / Input Tax credit of various input services utilized /goods purchased by AAI.
- c. Opinion on matters relating to Accounting of GST/Service tax (including but not limited to output and input services);
- d. Opinions/comments/clarifications on various GST/Service tax issues raised by the airports/ RHQs/ CHQ
- e. Opinion on the issues raised in audit conducted by the various authorities
- f. Review of various circulars to be issued to the airports in respect of GST/Service tax and related matters.
- g. Any other advice to AAI on any other GST/Service tax related issues as and when required.
- h. Advice & opinion in r/o Stock Valuation policy, E-way bills, records to be maintained under GST Act.
- i. Update the AAI officials about various amendments taking place in tax laws/ rules, regulations, circulars, directions etc. from time to time and assist in making policy for the same.
- j. Assisting in drafting the reply to be submitted for various notices received from GST / Service Tax Authorities.

2. Filing of GST Returns of Delhi ,Himachal Pradesh and Haryana.

- a. To prepare/check/scrutinize and file all GST returns of CHQ ,Delhi ,RHQ ,NR Delhi ,Himachal Pradesh and Haryana which includes 4 GSTINS (Delhi -2 , Himachal -1 & Haryana -1) as applicable to AAI within the prescribed time as required under GST Act and file original/revised GST returns of AAI (including preparation of necessary schedules and attachments required for filing the return). The combined Gross output liability of the above 4 GSTINS is Rs. 60 crores approx. per month for SAP line items 7500 approx. and Input liability is Rs. 10 crores approx.per month for SAP line items 2500 approx.
- b. Reconciliation/matching of input tax credit availed in books of accounts with GSTR form 2A on regular intervals.
- c. Development/ up gradation of standardized format for compilation Data from SAP for GST returns required to be filed under GST laws.
- d. Monthly reconciliation of GST Electronic cash ledger and Electronic credit ledger as per GST Portal with cash and credit ledger as per books of accounts.
- e. Verifying the data for TDS on GST payment, generation of challan, filing of monthly TDS on GST return, issuance of certificate etc.

- f. Any changes related to GST Return (Inward & Outward) filing in GST Portal need to be available after necessary changes in SAP /AIMS billing system is to be done and along with necessary SOP.
- g. Reconciliation & compilation of 2A with books of accounts , for AAI as a whole.
- h. Preparation of GST Annual Return .
- i. Reply of queries raised by Statutory Auditor and Internal Auditor in connection with GST & Service Tax.
- j. Review of GL in SAP to ensure eligible input tax credit is claimed in the returns so filed.
- k. Reconciliation of GL & report extracted from SAP & analyzing the difference if any before filing the monthly returns.
- l. Review of output liability as per GL & report extracted from SAP & identifying for any error related to place of supply , nature of tax etc .before filing the monthly return.
- m. Proper guidance in E- Way bills generation and creation of sub user etc.

3. Refunds

To monitor refunds of GST/Service tax from Central Board of Indirect tax and Custom along with details and Appeal Effect orders and update the refund status to AAI and preparation of letters in this respect to be submitted to the Deptt.

4. Review of SAP Accounts

- a. Review of Accounting in SAP environment as per GST Law and incorporating of changes in SAP as per GST Act amended from time to time.
- b. Submission of report on review conducted on GST accounting in SAP and also to provide guidance for resolving the areas of concern

5. Scrutiny/assessment of Return

To represent AAI before GST/Service tax Officer(s) or commissioner(s) of Central Board of Indirect Tax and Customs and to perform all the necessary work (including drafting & submission of replies, rectification, etc. to questionnaire/notices received from GST/Service tax Department & GST Intelligence) for successful completion of scrutiny, assessments including re- assessments.

- 6. One senior partner & one qualified CA / CMA having atleast 5 years of experience will be required to visit the Head office / RHQ ,NR Delhi twice in a week to carry out the above referred scope of work. The official deputed must have atleast 5 years experience in SAP based environment.
- 7. The above mentioned "Scope of work" is indicative and not exhaustive. Scope of work shall include providing professional assistance for all the activities /matters related to Indirect Tax Law (Service Tax/ GST).

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Section ii

Volume -I Technical Bid

1. Eligibility Criteria:

The Bidder should fulfill all the following parameters for evaluation of Technical Bid :-

- (i) The Bidder should be a Partnership Firm/LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of 15 (Fifteen) years.
- (ii) The Bidder should have average annual gross receipts / turnover of Rs. 2 (Two) crores in the last 3 (Three) completed financial years i.e. 2016-17, 2017-18, 2018-19.
- (iii) The Bidder should have minimum 5 (Five) full time qualified CAs / CMA's as partners out of which at least 2 (Two) should be having at least 7 years' experience in the indirect taxation field.
- (iv) The Bidder should have minimum 5 paid qualified CA/CMA's (other than partners) out of which atleast 2 should have minimum 5 years' experience in Indirect Taxation field.
- (v) The Bidder should have undertaken similar Service Tax/ GST assignments of at least one Central /State PSU/ Listed Public Limited Company having annual turnover of Rs.500 crores or more for a continuous period of at least one year in the last 3 financial years i.e. F.Y. 2016-17, 2017-18 & 2018-19.

2. Evaluation criteria :-

Evaluation will be done only for the bidders satisfying all the parameters of eligibility criteria.

The Bidders/Applicants should fulfill the following Evaluation criteria:

Sl. No	<u>Evaluation Criteria</u>	Marks	Documents to be submitted
1	<u>Legal Status of the Bidder</u> The Bidder should be a Partnership Firm/LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of 15 (Fifteen) years. Minimum marks for 15 years' experience will be 5. For each additional full year of experience, 1 additional mark will be awarded subject to maximum of 10 marks	10	Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India.

2	<p><u>FINANCIAL CAPACITY</u> The bidder should have average annual gross receipts / turnover of Rs. 2 (Two) crores in the last 3 (Three) completed financial years i.e. 2016-17, 2017-18,2018-19. Minimum marks for the criteria for having average annual turnover / receipts of Rs. 2 Crore in the last 3 completed financial years will be 5. For each additional Rs.1 (one) crore turnover / receipts, additional 1 mark will be awarded subject to maximum of 10 marks.</p>	10	Audited financial statements of the firm (Balance Sheet , Profit and Loss Account) duly certified along with Income Tax Return including computation of Income . If financial statements are not audited for the F.Y. 2018-19 ,same should be attested by Managing Partner /senior partner.
3	<p><u>EXPERIENCE</u> The Bidder should have minimum 5 (Five) full time qualified CAs / CMA's as partners out of which at least 2 (Two) should be having at least 7 years' experience in the indirect taxation field. Minimum marks for the criteria will be 5 .The Partner who will associate /deal with AAI should be named . The bidder having the partner so named having experience of more than 7 years will be awarded one additional mark for each additional year of experience in Indirect taxes subject to maximum of 10 marks</p>	10	List of the partners along with the resume giving the brief details of relevant experience and the membership no.The list should be attested by Managing Partner / Senior Partner establishing the fulfillment of criteria.
4	<p><u>Service Provider Resources</u> The Bidder should have minimum 5 paid qualified CA/CMA's (other than partners) out of which atleast 2 should have minimum 5 years' experience in Indirect Taxation field. Minimum marks for the criteria will be 5. The above qualified employee who will associate /deal with AAI should be named . The bidder having the employee so named having experience of more than 5 years will be awarded 1 additional mark for each additional year of experience in Indirect taxation subject to maximum of 10 marks.</p>	10	List of qualified CAs/CMA's as per payroll listing along with the Segment handled. The list shall be certified by the Managing Partner / Senior Partner establishing the fulfillment of criteria.
5	<p><u>Assignment Undertaken</u> The Bidder should have undertaken similar Service Tax/ GST assignments of at least one Central /State PSU/ Listed Public Limited Company having annual turnover of Rs.500 crore or more for a continuous period of at least one year in the last 3 financial years i.e. F.Y. 2016-17,2017-18 & 2018-19 Minimum marks for the criteria will be 5. For each additional similar assignment handled at least for 1 year during last 3 financial years, additional 1 mark will be awarded subject to maximum of 10 marks.</p>	10	Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.) and Audited Balance Sheet & P&L of the client.

6	<u>SAP Experience</u> The firm should have experience of atleast 5 years in SAP based accounting environment with at least 2 qualified CA's / CMA's with exposure in SAP. Minimum marks for the criteria will be 5. For each additional certified CA/CMA, additional 1 mark will be awarded subject to maximum of 10 marks. The officials to be deputed in AAI must have 5 years' experience in SAP based environment.	10	Proper documentary evidence i.e. Certificate from the respective company (client) for whom work has been carried out.
7	<u>Presentation</u> Presentation on bidder's competence in Indirect Taxation and how it will be helpful and beneficial to AAI . (It will be conducted after opening of Technical bid),	10	
	Total Marks	70	
	Other criteria's		
8	The Bidder should have full time office in Delhi/NCR.	No Value	Proof of address
9	The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.	No Value	Self-declaration

Note: -

1. The Bidder scoring atleast 50 marks in technical criteria apart from meeting minimum specified eligible criteria in all the categories will be selected as Technically qualified Bidder..
2. The Technical bid prepared by the bidder shall comprise of:
 - (i) The **original financial instrument** or original letter containing complete remittance details of NEFT/RTGS transfer towards EMD.
 - (ii) Covering Letter as specified in Format I.
 - (iii) Unconditional Acceptance Letter as specified in Format II.
 - (iv) Evaluation criteria as specified in Format III along with all documentary evidences.
3. Technical bid of only those bidders will be evaluated whose Evaluation Criteria Documents are found in order. Detailed Technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above.
4. Documentary evidence needs to be submitted duly self-attested by the bidder for each of the Evaluation criteria.
5. Self-declaration needs to be signed by authorized signatory(s).
6. During evaluation of the bids, AAI may at its discretion ask the Bidders for clarification of their bids, if required.
7. Decision of the AAI in all matters regarding appointment of consultant, their eligibility, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced, award of assignment and any other matter relating to this notification will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard

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Section ii

Volume -II Financial Bid Evaluation

Price Bids shall be opened only for technically qualified bidders.

The price shall be firm and inclusive of all applicable taxes & duties **except** GST as applicable.

While quoting the price, the bidder shall consider all expenses **including** travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure, **except those specified under general terms & conditions**, Section iv, clause 12. No claim for expenditure other than the price quoted will be entertained by AAI on account of Scope of Work provided in tender. 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 **(Format -IV)**.

GST is required to be quoted separately in the price bid. Non quoting of GST separately 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.

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Section iii

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The Period of engagement of Consultant shall be Two (2) years 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 with the approval of Competent Authority , with reasonable increase in rates subject to negotiations.

2. PAYMENT TERMS

No Advance shall be paid by AAI. The payment shall be released at the end of each quarter as under:-

1 st Quarter -	Upto 15% of total amount p.a.
2 nd Quarter-	Upto 30% of total amount p.a.
3 rd Quarter-	Upto 50% of total amount p.a.
4 th Quarter-	Upto 100% of total amount p.a.

- All payment shall be subject to recoveries towards statutory deductions.
- The payment will be made by electronic transfer.

3. SECURITY DEPOSIT

The Successful bidder shall be required to pay the 10% of the contract value towards security deposit. SD so required can be deposited by the bidder or can be deducted by AAI from the payment to be made. The SD amount so recovered or deposited will be released after 6 months from the successful completion of the contract. No interest shall be paid on SD deposited by the party.

4. EARNEST MONEY DEPOSIT (EMD)

The Firm / Organization should submit the Earnest Money Deposit (EMD) for Rs.1,00,000/- (One Lakh only) in the form of a RTGS/NEFT/demand draft issued by a scheduled Bank (but not Co-operative and Gramin Bank) in favour of "Airports Authority of India payable at New Delhi". The demand draft is to be submitted in Envelop 1 along with technical bid. The EMD of the unsuccessful bidders shall be returned as soon as the Consultant is appointed. The EMD of the successful bidder shall be adjusted against security deposit (SD). No interest shall be paid on EMD deposited by the party. Details of AAI Bank Accounts is given as below:-

Particulars	Details
Bank Account No.	00000033404514673
Name of Bank	State Bank of India
NAME OF BENEFICIARY	AIRPORTS AUTHORITY OF INDIA
Bank Address	Rajiv Gandhi Bhawan, New Delhi
IFSC Code	SBIN0017180
PAN No.	AAACA6412D
GST No.	07AAACA6412D2Z9

5. **Submission of Tender**

COVER – I DETAILS: TECHNICAL BID

The following documents shall be submitted online only:

S.R. No.	Particulars	Page no. of scanned documents
(i)	Scanned copy of the financial instrument or letter containing complete remittance details of NEFT / RTGS transfer towards EMD.	
(ii)	Scanned copy of the Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria no. 1	
(iii)	Scanned copy of Audited financial statements (Balance Sheet & Profit and Loss Account)duly certified along with Income Tax Return including computation of Income for the respective years If Income Tax Return of F.Y. 2018-19 not filed ,same should be attested by Managing partner /senior partner as per Evaluation Criteria no. 2	
(iv)	Scanned copy of the Resume of the partners giving the brief details of relevant experience with membership no. ,same should be attested by Managing partner /senior partner as per Evaluation Criteria no. 3	
(v)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no.& the Segment handled same should be certified by Managing partner /senior partner as per Evaluation Criteria no.4 .	
(vi)	Scanned copy of Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.) as per Evaluation Criteria no. 5	
(vii)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5	
(viii)	Scanned Copy of Certificate from the respective organization / PSU to prove the experience of working in SAP as per Evaluation Criteria no. 6	
(ix)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 8	
(x)	Scanned copy of the Self declaration as mentioned in Format I. The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India as per Evaluation Criteria no. 9	
(xi)	Scanned copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP	
(xii)	Scanned copy of filed Format I, Format II and Format III	
(xiii)	Scanned copy of entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	

The following documents shall be submitted in original also:-

- i) The original Demand Draft / Banker's Cheque/ Banker's Pay Order or original letter containing complete remittance details of NEFT / RTGS transfer towards EMD. The EMD document must reach Airports Authority of India in corresponding address before opening of Technical Bid as per the date and time given in this tender.

COVER – II - DETAILS: PRICE BID

Price should be quoted in the spread sheet file (.xls format) available in e-procurement Portal only. Any indication of 'Quoted price' in the online technical bid documents shall lead to rejection of the bid outright. Scanned copy of blank format duly signed shall be uploaded along with Technical bid.

For evaluation purpose the uploaded offer documents will be treated as authentic and final. The price bid submitted through e-procurement mode only will be taken up for the purpose for evaluation. No hard copy shall be submitted for reference purpose.

6. EVALUATION PROCESS:

1) A proposal shall be considered responsive if –

- a) It is received by the proposed Due Date and Time.
- b) It is Digitally Signed.
- c) It contains the information and documents as required in the Tender Document.
- d) It contains EMD.
- e) It contains information in formats specified in the Tender Document.
- f) It mentions the validity period as set out in the document
- g) It provides the information in reasonable detail. The AAI reserves the right to determine whether the information has been provided in reasonable detail.
- h) There are no significant inconsistencies between the proposal and the supporting documents.
- i) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
- j) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
- k) The AAI reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the AAI in respect of such Tenders.
- l) The AAI would have the right to review the Technical Qualification and seek clarifications wherever necessary.

2) Since the tender involves selection based on pre-qualification criteria, the TIA (Tender Inviting Authority) will examine and seek clarification, if any and list out the firms, which are found technically suitable and Cover-II Price Bid of such tenders only will be opened and EMD will be returned to the disqualified tenderers.

- a) The date and time will be intimated to tenderers whose offers are found suitable and Cover – II of such tenderers will be opened on the specified date and time.

b) The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid.

3) The decision of AAI in all matters regarding engagement of GST Consultant will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.

7. OPENING OF TENDER

(a) The Technical Bid shall be opened at 15:30 hours on **07th October, 2019** in the presence of the interested bidders or their authorized representatives in the office of :

**General Manager (F&A)
Corporate Taxation Cell
Airports Authority of India
Room No.241, A Block, Rajiv Gandhi Bhawan,Safdarjung Airport
New Delhi-110003**

(b) The Financial bid of those bidders who are technically qualified, shall be opened on 18th October, 2019 at 1500 Hrs..

(c) AAI reserves the right to extend the date of receiving/opening of the bids.

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

8. Selection Criteria

The final selection of the successful bidder from the technically qualified bidders will be done by considering combined score of the bidders from technical as well as financial bid in the following manner :-

Criteria	Maximum Marks (weightage)	Method of allotting marks for Combined Score
Financial	30	The bidder with the lowest quote will be awarded 30 marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 30 marks. A bidder quoting Rs.100/- will get $(60/100) \times 30 = 18$ marks.
Technical	70	Actual marks scored by the bidder on the basis of extent of fulfilling evaluation criteria.
Total	100	

NOTES:

- a) **The Financial Bid as per Format IV has to be submitted ON-LINE only.**
- b) All marks will be rounded off up to 2 decimal places. The bidder getting the maximum combined score out of 100 will be selected as the successful bidder.
- c) In case of a tie, preference will be given to the bidder with higher financial score i.e. having quoted the lower fee. In case of a tie in financial as well as technical score, the AAI can award the assignment to any one of the bidders at its sole discretion.
- d) AAI reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
- e) AAI reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- f) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue, to be intimated to the Technically Qualified bidders.
- g) If there is a discrepancy between words and figures, the figures written in words shall prevail.

9. SIGNATURE OF BIDS/OFFERS

The offer must contain the name, designation, residence and place of business of the person or persons making the offer and must be duly signed and stamped on each page by the bidder with his usual signature.

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

10. Rejection of offer/Cancellation of contract

If the firm/organization gives wrong information in its offer, AAI reserves the right to reject such offer at any stage or to cancel the contract, if awarded & forfeit the EMD

**AIRPORTS AUTHORITY OF INDIA
CORPORATE TAXATION CELL
RAJIV GANDHI BHAWAN**

**E -Tender for Engagement of Professional Consultant for GST and Related Services
E-TENDER NO. AAI/TAX CELL/GST CONSULTANT/2019**

Section iv

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 5 (five) working days prior to the deadline for submission of tenders. Details of such queries raised and clarifications furnished will be given through email without identifying the names of the Bidders who had raised the queries.

In case of any clarification on the terms/clauses mentioned in the tender, decision of the Tender Issuing Authority shall be final.

2. AMENDMENT OF TENDER DOCUMENT

Before the deadline for submission of tender, the Tender Document may be modified by AAI by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped 2 days prior to the deadline for submission of tenders as finally stipulated.

Addendum/corrigendum, if any, will be hosted at AAI Website and shall become a part of the tender document. All Tenderers are advised to see the AAI Website for addendum/corrigendum to the tender document which may be uploaded up to 1 day prior to the deadline for submission of Tender as finally stipulated.

To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by AAI.

3. REJECTION OF BID

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

AAI also 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.

4. 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.

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.

6. 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.

7. SETTLEMENT OF DISPUTES

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

If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration.

8. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
9. 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.
10. 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
11. The soft copies of the data/information as well as the printouts of the data/information provided during the contract period, shall be the property of AAI and the Consultants 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.
12. In case of visit to outstation ,If necessary and approved by Competent Authority, AAI shall provide accommodation (lodging and boarding) as per the entitlement of GM, AAI and AGM, AAI for Partner and qualified professionals respectively), To & Fro air ticket of economy class or other means or mode as mutually agreed, and local transportation including pick and drop from airport.
13. AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Consultant.
14. 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.
15. All the above terms & conditions, scope of work and guidelines as mentioned in **Section I to Section vi** shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

(Signature of Issuing Authority)

AIRPORTS AUTHORITY OF INDIA

**CORPORATE TAXATION CELL
RAJIV GANDHI BHAWAN**

E -Tender for Engagement of Professional Consultant for GST and Related Services

E-TENDER NO. AAI/TAX CELL/GST CONSULTANT/2019

Section v

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- I **Bidders to follow the following procedure to submit the bids online through the e-Procurement portal <http://eprocure.gov.in>.**
1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities.
2. Bidder then login into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the E-procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS formats. If there is more than one document, they can be clubbed together.

10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time **(as per Server System Clock)**.
26. For any queries related to the Bid documents, the bidders are asked to contact by Mail to geetha01@aai.aero and cc to rachnad@aai.aero , sanjaybansal@aai.aero upto 26.09.2019. All queries will be replied by return mail.
27. Tenderer is required to submit their tender through online in the form of Two Cover System on or before scheduled bid due date of closing and time as notified in NIT. The tender received after the due date and time will not be entertained.
28. Tender Document can be submitted online only in the designated procurement portal eprocure.gov.in on or before the due date and time.
29. Tenderer should submit the tender for Engagement of GST Consultant by AAI in accordance with the Instructions to Bidders & Terms & Conditions of Tender.

**LETTER OF SUBMISSION – COVERING LETTER (ON
THE LETTER HEAD OF THE BIDDER)**

Date:

To
The General Manager (F&A)
Airports Authority of India,
Room no 241, 2nd Floor,
A Block, Rajiv Gandhi Bhawan,
New Delhi-110003

Sir,

**Sub: E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND
RELATED SERVICES
E-TENDER NO. AAI/TAX CELL/GST CONSULTANT/2019**

Being duly authorized to represent and act on behalf of
(Hereinafter referred to as “the Bidder”) and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

S.R. No.	Particulars	Page no. of scanned documents
(i)	Scanned copy of the financial instrument or letter containing complete remittance details of NEFT / RTGS transfer towards EMD.	
(ii)	Scanned copy of the Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria no. 1	
(iii)	Scanned copy of Audited financial statements (Balance Sheet & Profit and Loss Account)duly certified along with Income Tax Return including computation of Income for the respective years If Income Tax Return of F.Y. 2018-19 not filed ,same should be attested by Managing partner /senior partner as per Evaluation Criteria no. 2	
(iv)	Scanned copy of the Resume of the partners giving the brief details of relevant experience with membership no. ,same should be attested by Managing partner / senior partner as per Evaluation Criteria no. 3	
(v)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no.& the Segment handled same should be certified by Managing partner / senior partner as per Evaluation Criteria no.4 .	

(vi)	Scanned copy of Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.) as per Evaluation Criteria no. 5	
(vii)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5	
(viii)	Scanned Copy of Certificate from the respective organization / PSU to prove the experience of working in SAP as per Evaluation Criteria no. 6	
(ix)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 8	
(x)	Scanned copy of the Self declaration as mentioned in Format I .The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India as per Evaluation Criteria no. 9	
(xi)	Scanned copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP	
(xii)	Scanned copy of filed Format I, Format II and Format III	
(xiii)	Scanned copy of entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

We hereby declare that we have not been black listed/ debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Signature of the bidder or: _____ Authorised Signatory

Name of the bidder : _____

Company Seal : _____

UNCONDITIONAL ACCEPTANCE LETTER

(To be given on Letter head along with Technical Bid)

To,
General Manager (F&A)
Corporate Taxation Cell,
Room No. 241, A Block,
Airports Authority of India
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi-110003

Sub: - Acceptance of AAI NIT conditions

**Ref- E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND
RELATED SERVICES
E-TENDER NO. AAI/TAX CELL/GST CONSULTANT/2019”.**

Sir,

I/We have read all the clauses, terms and conditions of E-Tender by AAI for **“ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES”** 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 Tenderer with rubber stamp)

TECHNICAL BID

1	Name of the Firm / LLP	
2	Complete Postal Address:	
3	Pin code / Zip code	
4	<u>Contact Information</u> Office Phone Number : Mobile Number : E-Mail : Name & Designation of Contact Persons	
5	Year of Establishment: (enclose the copy of the Registration Certificate)	
6	Nature of Business	
7	Details of Partners with professional qualifications:	
8	<u>Registration Details</u> (attach proof) Firm/LLP Registration Number & Date: PAN & TAN: GST Registration No.: TDS-GST Registration No.:- Others, if any:	

9	Details of experience (should be supported with copy of work order/agreement: *Completion certificate to be enclosed.	<table border="1"> <thead> <tr> <th data-bbox="581 157 699 325">Sl. No.</th> <th data-bbox="699 157 846 325">Year for which appointed</th> <th data-bbox="846 157 964 325">Name of the PSU/Unit</th> <th data-bbox="964 157 1118 325">Gross turnover of the PSU/Unit</th> <th data-bbox="1118 157 1268 325">Nature of Assignment</th> <th data-bbox="1268 157 1430 325">Date of completion of assignment*</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl. No.	Year for which appointed	Name of the PSU/Unit	Gross turnover of the PSU/Unit	Nature of Assignment	Date of completion of assignment*						
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10	Turnover of Chartered Accountant Firm/ Cost Accountant Firm (Year wise)	<table border="1"> <thead> <tr> <th data-bbox="581 367 699 451">S.No.</th> <th data-bbox="699 367 1015 451">F.Y. 2016-17</th> <th data-bbox="1015 367 1234 451">F.Y. 2017-18</th> <th data-bbox="1234 367 1430 451">F.Y. 2018-19</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No.	F.Y. 2016-17	F.Y. 2017-18	F.Y. 2018-19								
S.No.	F.Y. 2016-17	F.Y. 2017-18	F.Y. 2018-19											
11	Debarred/black listed by CBI/CVC/any other Government agencies:-	Yes/No.												
12	Details of EMD:-	<table border="1"> <thead> <tr> <th data-bbox="581 787 803 945">Demand Draft no. / RTGS /NEFT UTR No.</th> <th data-bbox="803 787 922 945">Date</th> <th data-bbox="922 787 1247 945">Name and address of Bank</th> <th data-bbox="1247 787 1458 945">Amount (INR)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Demand Draft no. / RTGS /NEFT UTR No.	Date	Name and address of Bank	Amount (INR)								
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13	Bank Account Particulars: Name of the A/c holder Complete Bank Account No. Account type (SB/ CA) Name of the Bank Branch & Address Branch contact phone Nos. 11 digit IFS code													
I / we hereby confirm that the particulars given above are correct and complete and also undertake to inform any future changes to the above details. Name, seal & signature of the Authorised signatory														

FINANCIAL BID

E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

Scope of Work	Professional Fee (in figure as well as in words)
Professional Fee in Lumpsum per annum for providing consultancy for GST and related services as per Scope of work as mentioned in Section (i).	
GST	
TOTAL	

- a) The amount shall be conspicuously written both in figures as well as in words.
In case of discrepancy between the amount offered in figures and words, the offer written in words shall only be considered.
- b) Rate should be quoted in the spread sheet file (.xls format) available in **e Procurement Portal only** and shall be signed digitally by a person or persons duly authorized to sign on behalf of bidders.
- c) GST is required to be quoted separately in the price bid. Non quoting of GST separately 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.

Place : **(Signature of the Tenderer with rubber stamp) :**

Date :