

AIRPORTS AUTHORITY OF INDIA
Trivandrum International Airport
Thiruvananthapuram - 695008

Notice Inviting Short Tender (NIT)

Name of work: Engagement of Professional consultant for Goods and Services Tax (GST) in Kerala State Airports & filing of GST, TDS on GST and Annual Returns.

Estimated Cost: Rs.5,51,200/- plus GST

Period of Contract: two year

Earnest Money Deposit : Proforma for EMD Declaration attached.
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AIRPORTS AUTHORITY OF INDIA
NOTICE INVITING TENDER

1. Tenders are invited in the prescribed format through e-tender portal (<https://etenders.gov.in>) by Sr. Manager (F&A), JVMU, Airports Authority of India, Trivandrum International Airport, Thiruvananthapuram-695008 on behalf of Airport Director, AAI, Trivandrum Airport for the work of **“Engagement of Professional Consultant for Goods & Service Tax (GST) in AAI Kerala State Airports for submission & filing of GST Returns and related works etc. - KERALA STATE (Reg. No 32AAACA6412D1ZH) and filing of TDS on GST Returns and related works etc. (Reg.No.32AAACA6412D1DQ) for a period of two year w.e.f. 1st January 2022”** from the eligible consultants.
2. The Tender shall be in the prescribed Form (Two Bid System).
3. Not more than one Tender shall be submitted by a firm/company of consultants. No two or more concerns in which a firm/company having mutual interest shall quote for the execution of the same works. If they do so, all such Tenders shall be liable to be rejected.
4. In the event of the Tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner; it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so. Such power of attorney to be uploaded with the Tender and it must disclose that the firm is duly registered under the Indian Partnership Act.
5. Tender documents can be downloaded from the CPP e-tendering Portal (<https://etenders.gov.in>) and AAI website (www.aai.aero). For any queries related to the Bidding Documents, please sent an email to: subash@aai.aero.
6. A Tenderer 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.
7. Submission of a Tender by a Tenderer implies that he has read this notice and all other terms and conditions and has made himself aware of the scope and specifications.
8. All rates shall be quoted in **“Item” section** on CPP portal as **Envelope “II”/ Price Bid**.
9. Earnest Money of Deposit : As per the Technical Instruction No:56 and GOI Order No: F 9/4/2020-PPD dated 12.11.2020 a Declaration proforma attached as Annexure F to be duly filled up and submitted in the **Envelop I**.
10. Notification of Award of contract will be made in writing to the successful bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision. A responsive bidder is one who submits priced Tender and accepts all terms and conditions of the specifications and contract documents. A Tenderer shall submit a responsive bid, failing which his Tender will be liable to be rejected.
11. Canvassing in connection with Tender is strictly prohibited and the Tender submitted by the Tenderers who resort to canvassing will be liable to be rejected.

12. The consultants shall give a list of AAI employees related to him. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India. Any breach of this condition by the consultant would render him liable to be debarred from Tendering/Tender for next 2 years.
13. No official of Gazetted rank or other Gazetted Officer employed in Administrative duties in finance Department of Airports Authority of India/Govt. of India is allowed to work as a consultant for a period of two years of his retirement from Airports Authority of India/ Government service, without the previous permission of Airports of India/Govt. of India. The contract is liable to be cancelled if either the consultant or any of his employees is found at any time to be such a person who had not obtained the permission of Airports Authority of India/Govt. of India as aforesaid before submission of the Tender or engagement in the consultant's service.
14. The Tender for the work shall remain open for acceptance for a period of 90 (Ninety) days from the date of opening of Financial Bid. If any Tenderer withdraws his Tender before the said period or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money amount absolutely.
15. On award of the contract, the name of the accredited representative(s) of the consultant who would be responsible for taking instructions from the Finance-in-Charge shall be communicated.
16. A tenderer shall submit the Tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected. Also if the credential submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then AAI shall take the following action:
 - a) Debar the firm for minimum two years to Tender for AAI in any name.
17. All quoted rates shall be inclusive of all taxes (excluding GST) and GST should be mentioned separately and necessary HSN code and levies payable under respective statutes. However, pursuant to the Constitution (46th Amendment) Act. 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of Tender including extensions if any and the consultant thereupon necessarily and properly pays such taxes / levies, the consultant shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Finance-In-Charge (whose decision shall be final and binding on the consultant) attributable to delay in execution of work within the control of the consultant.
18. MODE OF SUBMISSION OF TENDER:

Following 2 envelopes shall be submitted through online at CPP portal by the bidder.

Last date and time of submission of bids (Envelope I & II) is 02.12.2021 (1500 Hrs).

Tenderer should download the Tender Documents from the CPP portal, fill up the required information and upload the same after digitally signing well in time along with authorization letter /power of attorney, if any, required.

Envelope-I / Pre-qualification Bid/Technical Bid containing qualifying requirement of consultants/firms

- a) Scanned copy of unconditional acceptance of AAI's tender conditions.
- b) Scanned copy of Declaration of Earnest Money Deposit.
- c) Tender Document cost remitted to AAI's Bank Account through RTGS/NEFT details.
- d) The bidder must be a Chartered Accountant from the Institute of Chartered Accountant of India or a Cost Accountant from Institute of Cost and Works Accountants of India or equivalent. In case of Cost Accountant firm, it should possess certificate of practice from the ICWAI.
- e) Copy of valid PAN & GST Registration number of the company/firm should be enclosed.
- f) The bidder must be a legal entity registered in India under Companies Act 1956 or a Partnership firm, having registered office and operations in India. The bidder must submit the certificate of incorporation issued by the Registrar of Companies in this regard.
- g) The entity should have at least two year experience as GST consultant/Internal Audit and have successful completion certificate for two PSUs/ Banks.
- h) 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, Certified Turnover for last 2 years .
- i) Power of Attorney, if applicable, and duly signed Tender Documents.

Envelope-I containing all documents mentioned above for prequalification bid (Uploaded by the Consultants/Firms) shall be opened on **03.12.2021 at 1515 hours**. The intimation regarding eligible / non-eligible for participation in the Tender will be intimated to the Consultants/Firms through CPP portal.

Note: Cost of Tender Documents in the form of Demand Draft or any other form (other than RTGS/NEFT online payment) shall not be accepted. Bidder shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of Tender Document Cost via Bank Transfer in the form of RTGS / NEFT to any AAI employee during the process of the Tender. In no scenario the bidders are required to submit / contact any AAI employee for physical submission of any documents before opening of the Bids. The Tenders of the bidders who fail to submit the Tender Document Cost on or before the last date of submission shall be rejected outright.

The AAI's Bank Details for payment of Earnest Money Amount and Cost of Tender Documents through RTGS/NEFT are given below.

- a) Name of Account Holder: **Airport Director, AAI, Trivandrum Airport**
- b) Name of the Bank: **HDFC Bank Ltd**
- c) Branch Name and Address: **Bob Plaza, 2nd Floor, TC 12/149 (3), Pattom Trivandrum 695004**
- d) Account Type : **Current Account**
- e) Account No: **00630350000240**
- f) IFC Code: **HDFC0000063**

Unconditional Acceptance of AAI's Tender Conditions on Company's/Firm's letter head (Proforma given in **Annexure-"G"**) is to be submitted in "Tech Bid Folder" in Technical Bid/ Attachments section of CPP portal.

The bidder shall upload the requisite clarification / document within time specified by AAI, failing which, Tender will be liable for rejection.

Envelope-II/The Financial Bid through CPP portal:-

Rates to be quoted in the “**Items**” section of Envelope –‘II’ / Price Bid. Only brief indicative description of item & unit have been given in “**Item**” section on CPP portal. Full description of the work is given in **Annexure “B”** of Tender document. Before quoting rates in “**Item**” section in price bid, the tenderers are advised to read the full scope of the work given in **Annexure “B”**.

The financial bid of the Consultant Company/Firms meeting the qualifying requirements, fulfilling criteria of technical bid, submission of requisite Earnest Money Amount as mentioned above by the prescribed date and time (last date of submission of Tender) shall only be opened on **08.12.2021 at 1100 hours**.

Once the consultant has uploaded the digitally signed file(s) of Tender documents along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/ conditions(s) in / along with the Tender Document.

In case the conditions above is found violated, the Tender shall be rejected.

Tender duly digitally signed to be uploaded well in time along with authorization letter / power of attorney, if any, required. Clarifications, if any, may be sought through CPP portal only on or before (03) three days of Envelope I opening.

19. This notice of Tender shall form part of the contract documents. The successful Tenderer/Consultant, on acceptance of his Tender by the Accepting Authority, shall within 05 days from the date of award of work sign the contract consisting of Notice Inviting Tenders, General conditions of contract, special/additional conditions, Tender conditions as issued at the time of invitation of Tender and acceptance thereof with any correspondence leading there to.
20. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call of Tender process at any stage without assigning any reason.
21. AAI reserves the right to disallow issue of Tender document to working agencies whose performance at ongoing assignment (s) is below par and usually poor and has been issued latter of restrain/Temporary /Permanent debar by any department AAI. AAI Reserves the right to verify the credential submitted by the agency at any stage (before or after the award the work). If at any stage, any information/ documents submitted by the application is found to be incorrect / false or have some discrepancy which disqualifies the firm then AAI shall take the following action:
 - a) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual / legal action.
22. Consortium /JV Companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

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 Defense 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
- Development and management of cargo terminals at airports

Sources of Revenue/Income

AAI's revenue is broadly categorized as Traffic and Non-Traffic revenue.

Traffic revenues are generated from:

- RNFC and TNLC 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
- A.S.F. 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 – Licence Fee paid by shops, restaurants etc. inside and outside the Terminal Building
- Land rent and space rent
- Parking and Airport Access
- Car Rental Operations
- Advertising – Advertisements placed in airports.
- MCF and related bills in r/o M/s. ATIAL.

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/MM/FIRE/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.

SCOPE OF WORK:

Airports Authority of India - Trivandrum International Airport intends to engage a consultancy company/consultancy firm to provide advisory services on GST, TDS on GST for 4 (Four) Airports in Kerala State (namely, Trivandrum, CIAL, KIAL, and Calicut) on GST issues for one year with affect from 1st January 2022, extendable for another one year subject to satisfactory performance. Consultant is required to file MONTHLY/QUARTERLY/ANNUAL RETURNS under GST, TDS on GST on regular basis for KERALA STATE within the stipulated time frame under Central Goods and Services Tax Act 2017 in co-ordination with nodal station (Trivandrum). Reconciliation of GSTR2A with GSTR-3B and GSRT1 of AAI, General Ledger Codes maintained in the ERP SAP platform to be done Monthly/Periodically/Annually as per AAI requirements to comply with GST regulations. Clear off all GST of outward sales, ITC and RCM from the ZGT report and GLs on regular basis, so that Annual Return filing will be made easy. The line item (sales and purchase) for a month will be 1200-1500 approximately for the entire Kerala State Airports.

Details of Visit to Trivandrum Airport by Consultant

The consultant/representative should visit Trivandrum Airport for collecting/capturing the data from ERP-SAP before finalizing the Return of TDS on GST/ GSTR1 / GSTR-3B in r/o. Airports Authority of India (Kerala State) on the dates to be mutually agreed by AAI, Trivandrum and prospective consultant.

Main Areas to be attended

- Check the correctness of GST and TDS on GST computations are exactly matched with the prevailing GST rules and regulations of Kerala State. If any deficiency noticed may intimate/suggest with suitable improvements and review.
- Timely filing of Monthly and Annual GST and TDS on GST Returns as per the guidelines of GST Council in respect of 4 Airports of Kerala State in a single GST No: 32AAACA6412D1ZH.
- Avail/Adjust all eligible ITC and RCM on regular basis and to be adjusted in the 3B before making monthly GST Remittance.
- Clear off all availed ITC claims and mutually tally with 2B and ZGST report on regular basis.
- Resolve all the quires of Nodal Office/Other Airports in Kerala and update the latest developments in GST platform and make them aware of it.
- Development of Standardized GST format as per AAI requirements for 4 Airports, so that the compilation and consolidation of returns (both Inward and Outward) and its timely filing and future follow ups made easy.
- Provide necessary data on time bound manner as requested by our CHQ, for reconciliation and filing Annual Returns.

ANNEXURE –“C”

Eligibility Criteria:

The Bidders/Applicants should fulfill the following eligibility criteria:

Sl. No	Eligibility Criteria	Documents to be submitted
1	The Bidder should be a firm/ company of chartered accountants of India/ Cost and Management Accountants of India registered in India with a minimum experience of two years.	Certified copy of Registration certificate with Registrar/with Institute of Chartered Accountants of India/Institute of Cost Accountants of India. Copy of Certified partnership deed etc.
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	i) The Bidder should have full-time / full-fledged branch/ office in TRIVANDRUM with minimum 2 (two) full time qualified CAs/CMAs as partners with sufficient number of supporting staff. ii) The Branch of the bidder in Trivandrum should have Kerala State GST Registration.	Credential Certificate in support of their experience for 2 years issued by their clients in Trivandrum/ Kerala State. Copy of GST Registration Certificate in Kerala State
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 02 (two) year.	Supported by information on consulting business in India namely assignment /work order/certificate copy.
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 2020-21.	Latest Balance Sheet & Profit and Loss Account duly certified is to be submitted.

Note:-

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

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 NIT. 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. DETAILS OF HELP DESK SERVICES

For any information/queries/difficulties in uploading e-tender, please contact the following helpline numbers:

A) Direct Number : 011-24626632
 Extn. Number : 011-24632950 Extn.: 3512
 Mobile : 08510916004
 Mail Id : e-sap1@aai.aero or etendersupport@aai.aero

B) AAI, Trivandrum

 Direct Number : Phone: 0471-2702310 or 0471-2702530
 Mail Id : subasah@aai.aero

GENERAL TERMS AND CONDITIONS**1. PERIOD OF CONTRACT**

The Period of engagement of Consultant shall be two (2) years with effect from January 2022 or the date of acceptance of award of Contract by the Consultant, whichever is earlier. 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 in 24 equal installments on submission of monthly invoice within 15 days of receipt of invoice after deducting 3% of the invoice amount towards Security Deposit, which shall be released on successful completion of the work as per Annexure-B.

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. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
8. 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.

Proforma for Earnest Money Declaration

(To be submitted on contractor's letterhead)

Where as, I/We..... (name of agency) have submitted bid
for..... (name of work).....

I/We here by submit following declaration in lieu of submitting Earnest Money Deposit.

- 1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

Or

- 2) If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/We shall be submitted for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.

(Signature of the Contractor (s))

ANNEXURE-“G”

OTHER TERMS AND CONDITIONS

1. The rate quoted in the Tender shall be valid for 90 days from the date of opening of the Financial Bid.
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 work 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, TDS on GST and 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, and other Airports of Kerala viz. Calicut, Cochin, Kannur, data also shall be included in the GST Return Filing/ Reconciliation.
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 NIT and would be treated as terms and conditions of the contract.

ACCEPTENCE LETTER

Date:

Sr. Manager (F&A)
JVMU, Airports Authority of India,
Administrative Block, Trivandrum International Airport
Vallakkadavu P.O., Sanghumugham
Thiruvananthapuram - 695008

Name of work: **Engagement of Professional consultant for Goods and Services Tax (GST)
in Kerala State Airports & filing of GST, TDS on GST and Annual Returns.**

Sir,

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents made available to me/us on CPP 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 Tender conditions of AAI's Tender documents in its entirety for the above work.

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. If any officer of AAI asks for bribe / gratification, I/we will immediately report it to the appropriate authority in 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 debarred from tendering in AAI, apart from any other appropriate / Legal action".

I/We further certify that

- All the information provided by me/ us herein/ above is correct.
- I/We have no objection if enquiries are made about the work listed by me.

Thanking you,

Yours faithfully,

(Signature of the Consultant Company/firm)
With Rubber Stamp

(To be submitted on Company's Letter head)

Technical Bid **(To be given in envelope 1)**

[Super scribing "TECHNICAL BID for "Engagement of Professional Consultant for Goods & Service Tax (GST) in AAI Kerala State Airports for submission & filing of GST and Returns, etc. - KERALA STATE (Reg. No 32AAACA6412D1ZH) and filing of TDS on GST Returns, etc. (Reg.No.32AAACA6412D1DQ) for a period of two year w.e.f. 1st January 2022"].

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 / company: _____
(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 Partners available at Trivandrum Branch Office:

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

9. 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. Details of experience. (to be supported with work order/certificate copy of experience in Trivandrum)

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.

11. Turnover of Chartered Accountant /CMA Firm/Company :

S. No.	Chartered Accountant /CMA Firm/company	Year 2018-19

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

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

Financial Bid
(Rates to be quoted “Items” Section of Envelope-‘II’/Price Bid in the CPP Portal)

Tender for “Engagement of Professional Consultant for Goods & Service Tax (GST) in AAI Kerala State Airports for submission & filing of GST etc. - KERALA STATE (Reg. No 32AAACA6412D1ZH) and filing of TDS on GST Returns, etc. (Reg.No.32AAACA6412D1DQ) for a period of two year w.e.f. January 2022”)

Scope of Work	Amount per annum (Rs) (in figure as well as in words)
Professional Fee for providing Consultancy on GST to AAI Kerala State Airports and filing of Monthly/Quarterly/Annual GST including TDS on GST and Kerala Flood Cess Returns for Kerala State as per Scope of work as mentioned in Annexure “B”.	<u>Rates to be quoted “Items” Section of Envelope-‘II’/Price Bid in the CPP Portal)</u>
GST, if any	
Total	
(Rupees:)	

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-“K”

CHECK LIST OF DOCUMENTS - SUBMITTED ALONGWITH N.I.T.

(TO BE SUBMITTED ALONGWITH TECHNICAL BID)

SL. NO.	NAME OF DOUCMENT/INFORMATION	NO. OF DOCUMENTS	YES/NO	PAGE NO. OF DOCUMENTS ATTACHED
1	REGISTRAION CERTIFICATE OF FIRM/ORGANISATION			
2	MEMBERSHIP CERTIFICATE OF ACA/FCA/CMA			
3	PROOF OF ADDRESS.			
4	GST REGISTRATION CERTIFICATE in Kerala State			
5	AUTHORISATION LETTER (POWER OF ATTORNEY) IN SUPPORT OF SIGNATORY OF THE TENDER			
6	PAN OF FIRM/ORGANISATION -			
7	Copy of Certified partnership deed/MOA and AOA in case of companies			
8	EXPERIENCE (work order/certificate copy).			
9	Credential Certificate in support of their experience for 2 years issued by the clients in Trivandrum/Kerala			
10	Turnover of the Chartered Accountant/CMA Firm/Company			
11	TAN (if any)			
12	Unconditional acceptance- Annexure -G			
13	Check list of Documents			
14	Declaration of Earnest Money Deposit.			