



**O/O Airport Director  
Chaudhary Charan Singh Airport  
Lucknow 226009**

**NIQ FOR HIRING OF TAX CONSULTANT FOR INCOME TAX AND RELATED SERVICES**

**NIQ No. AAI/JVMU (FINANCE)/HIRING OF TAX CONSULTANT/NIQ/2022-23**

**(DOMESTIC OPEN NIQ TWO COVER SYSTEM)**

<b>Start Date &amp; Time for Submission</b>	<b>: 21.06.2022</b>	<b>From 10.30 hrs</b>
<b>Last Date &amp; Time of Submission</b>	<b>: 28.06.2022</b>	<b>Till 16.30 hrs</b>
<b>Opening of Technical Bid</b>	<b>: 29.06.2022</b>	<b>At 11.30 hrs</b>
<b>Opening of Financial Bid</b>	<b>: 30.06.2022</b>	<b>At 11.30 hrs</b>

**AIRPORTS AUTHORITY OF INDIA**  
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**IMPORTANT POINTS TO NOTE**

E-QUOTATION DOCUMENT NO.	AAI/JVMU (FINANCE)/HIRING OF TAX CONSULTANT/NIQ/2022-23
QUOTATION INVITED FOR	HIRING OF TAX CONSULTANT FOR INCOME TAX AND RELATED SERVICES
VALIDITY OF THE QUOTATION	<b>90 DAYS</b> FROM THE DUE DATE FOR SUBMISSION OF QUOTATION
PUBLISHING OF QUOTATION DOCUMENTS	<b>21.06.2022 AT 10.30 HRS.</b>
START DATE & TIME FOR SUBMISSION OF BID	<b>21.06.2022 AT 10.30 HRS.</b>
LAST DATE & TIME FOR SUBMISSION OF BID	<b>28.06.2022 UP TO 16.30 HRS.</b>
DATE & TIME OF OPENING OF TECHNICAL BID	<b>29.06.2022 AT 11.30 HRS.</b>
DATE & TIME OF OPENING OF PRICE BID	<b>30.06.2022 AT 11.30 HRS</b>
PLACE OF OPENING OF TECHNICAL BID	AIRPORTS AUTHORITY OF INDIA, JVMU FINANCE DEPTT. ADMIN BLOCK 3 <sup>RD</sup> FLOOR, LUCKNOW AIRPORT LUCKNOW-226009
FOR FURTHER DETAILS PLEASE CONTACT ON WEBSITE	WWW.AAI.AERO

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**NOTICE INVITING QUOTATION**

- 1.1 Sealed Quotations are invited by Airports Authority of India, Lucknow Airport on behalf of Chairman, Airports Authority of India for Engagement of Professional Consultant for Income Tax and related services for a period of 12 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 Quotation document consists of two volumes Volume I Technical Bid and Volume II Price Bid.
- 1.3 The complete Quotation document shall be submitted as Quotation offer on or before the due date and time of submission.
- 1.4 The offer (both Technical & Price) must be valid for a minimum of 90 days from the last date of submission of offer; otherwise the offer shall be rejected as non-responsive.
- 1.5 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 Quotation. Documents for Technical Bid shall be submitted in cover No. 01. The Bidder may submit Self attested copies of the documents. **The Bidder has to produce the original documents for verification before issuing letter of award. Failure to produce the original documents will be treated as void/ non responsive and is liable to get rejected. Then the offer will be given to L2 to match the price of L1 for getting the award.**
- 1.6 The prospective Bidder shall submit queries, if any, through e-mail at [rajdohare@aai.aero](mailto:rajdohare@aai.aero) in connection with this Quotation well in advance, not later than 5 (five ) working days prior to the dead line for submission of Quotations, 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 Asstt.General Manager (F&A), JVMU, Finance, Lucknow Airport, Lucknow-226009.
- 1.7 The last date of submission of offers will be 28.06.2022 at 16.30 hrs. Unless otherwise notified. In the event of changes in the schedules, O/O the Asstt. General Manager (F&A), JVMU, Finance, 3<sup>rd</sup> floor Admin Block, Lucknow Airport, Lucknow-226009.
- 1.8 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

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**NIQ FOR HIRING OF TAX CONSULTANT FOR INCOME TAX AND RELATED SERVICES**

**SECTION I**

**SCOPE OF WORK**

**1. Filing of all Income Tax Returns for Airports Authority of India, Lucknow Airport.**

**2. Consultancy Services: -**

To give an opinion within three working days on issues/matters as referred from time to time in relation to corporate and individual income tax.

**3. Assessment/Reassessment of Income Tax Return & penalty proceedings**

To represent AAI before the Income Tax Department and to perform all the necessary work (including drafting & submission of replies/Revised return, rectification, etc. to questionnaire/notices received from Income Tax Department) for successful completion of assessments including re- assessments & penalty proceedings for any period during the tenure of contract.

- For preparation of replies in connection with assessment /reassessment /Penalty proceedings etc. one senior official is to be deputed at AAI, Lucknow Airport on a requirement basis to compile the information.
- To advise and assist, timely, on various issues/matters for successful completion of assessment/reassessment /penalty proceedings etc.
- To do any other work incidental to the above referred assessment /reassessment /penalty proceedings.

**4. Tax Deducted at Source**

- a. Filing of Monthly, quarterly & annual e-TDS returns i.e. form 24Q, 26Q, 27Q, 27EQ & TCS along with corrections/rectification and fetching the data accordingly.
- b. To attend notices of revision/rectification received during the year & contest the demand raised by Income Tax Department and liaising with Income Tax department as and when required.
- c. Revision/Rectification if any, in returns mentioned above including previous years
- d. Clearing/Rectifying/Nullifying of demand notices received from the Income Tax department for any period.
- e. Timely providing hard and soft copies of quarterly Form 16 & 16A.
- f. Timely providing hard and soft copies of annual Form 16 (Part A & Part B) & Form 12BA. The data of part B and Form 12BA will be provided by AAI.

## **5. Any other tax related matters**

- a. To file revised return of income as and when required during the period of award of contract
- b. To prepare and submit the replies & to represent AAI to any other notices (not covered above) received from any Tax Department from time to time
- c. To update AAI about various amendments taking place in Income Tax laws/ rules, regulations, circulars, directions, etc. from time to time.
- d. Advising, guiding on any other issues related to Compliance with all relevant Rules and provisions related to Income Tax along with implementation thereof which may be in force in future.
- e. Reply of queries raised by Statutory Auditor and Internal Auditor in connection with Direct Tax matters.

### **Important Note:**

- 1.** One senior partner should visit this office once in a month and as and when required in addition to visit on the date of filing of returns to carry out the above referred scope of work.
- 2.** 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 direct Tax Law including all kinds of updation/changes and all the work relating to Income Tax Act, Rules & subsequent notifications, circulars etc. as & when issued by GOI /CBDT including work related to previous periods also.
- 3.** All above work mentioned in scope of work is related to Single TAN No. in the Name of AAI, Lucknow Airport, Lucknow and all the work shall be carried out in respect of that single TAN No only. Further, as on date there is no TDS liability pending as per Income Tax Portal in that TAN No. and no assessment is pending. Provided that, if any Liability/Assessment came to the notice of AAI at any stage related to any period, it shall be dealt by the Income Tax consultant.

## **NIQ FOR HIRING OF TAX CONSULTANT FOR INCOME TAX AND RELATED SERVICES**

### **SECTION II**

#### **VOLUME - I TECHNICAL BID**

##### **1. Eligibility Criteria:**

- i. The Bidder should be a Proprietorship Firm / Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of 5 (Five) years.
- ii. The Bidder should have undertaken work of filing of TDS/TCS Returns OR tax audit OR consultancy in Direct Taxation of at least one Central /State PSU / Listed Public Limited Company for a minimum period of 5 (five) years.
- iii. The Bidder should have full time office in Lucknow.
- iv. The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.

Note: -

1. The Technical bid prepared by the bidder shall comprise of:
  - i. Covering Letter as specified in Format I
  - ii. Unconditional Acceptance Letter as specified in Format II.
  - iii. Evaluation criteria as specified in Format III along with all documentary evidences.
2.
  - i) Technical bid of only those bidders will be evaluated whose Evaluation Criteria Documents are found in order.
  - ii) Detailed Technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above. In case any document is not submitted, bidder will be given another opportunity to submit the same once for all.
  - iii) Non submission of requisite documents after the same will lead to disqualification from Quotation process.
3. Every page of the Documentary evidence needs to be submitted duly self-attested by the bidder for each of the Evaluation criteria.
4. Self-declaration needs to be signed by authorized signatory(s).
5. During evaluation of the bids, AAI may at its discretion ask the Bidders for clarification of their bids or any other document previously asked or now required as deemed fit by the Competent Authority, if required.
6. Decision of 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 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.

No claim for expenditure other than the price quoted will be entertained by AAI on account of Scope of Work provided in Quotation. Rate quoted shall be firm & shall not be quoted with price variation / discount clause.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format (Format –IV Section 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 One (01) year from the date of acceptance of award of Contract by the Consultant. If AAI feels satisfied with services provided during the period of Contract, the contract may be extended for another one year with the approval of Competent Authority, at same rates and same terms and conditions.

**2. PAYMENT TERMS**

- No Advance shall be paid by AAI. The payment shall be released at the end of each quarter as under:
- - 1<sup>st</sup> Quarter 25 % of total amount p.a.
  - 2<sup>nd</sup> Quarter 25 % of total amount p.a.
  - 3<sup>rd</sup> Quarter 25 % of total amount p.a.
  - 4<sup>th</sup> Quarter 25 % 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.

**COVER-I TECHNICAL BID DETAILS:****The following documents shall be submitted:**

<b>Sl. No.</b>	<b>Particulars</b>
(1)	Self-Certified copy of Firm Registration No. of Firm and Membership No. of CAs/CMAs issued by Institute of Chartered Accountants / Cost Accountants of India as per Eligibility Criteria.
(2)	Copy of List of Assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken , date of completion of the assignment certified by Managing Partner/Senior Partner along with copy of Award Letter / other credentials indicating services provided, Financial year/Time Period of provision of service etc. as per Eligibility Criteria.
(3)	Copy of Proof of Address as per as per Eligibility Criteria.
(4)	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 as per Eligibility Criteria.
(5)	Copy of PAN, TAN and GST No. of the Firm/LLP
(6)	Copy of Format I, Format II, Format III
(7)	Bank details for RTGS along with cancelled cheque

**COVER-II PRICE BID DETAILS:**

The price bid to be submitted as per **Section IV Format IV**

**4. EVALUATION PROCESS:****I. A proposal shall be considered responsive ( after getting required clarification / documents if any ) if**

- a) It is received by the proposed Due Date and Time.
- b) It contains the information and documents as required in the Quotation Document.
- c) It contains information in formats specified in the Quotation Document.
- d) It mentions the validity period as set out in the document
- e) It provides the information in reasonable detail. The AAI reserves the right to determine whether the information has been provided in reasonable detail.
- f) There are no significant inconsistencies between the proposal and the supporting documents.
- g) The Technical qualification conforms to as specified in the eligibility criteria in the Quotation.
- h) A Quotation that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
- i) The AAI reserves the right to reject any Quotation 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 Quotations.
- j) The AAI would have the right to review the Technical Qualification and seek clarifications wherever necessary.

- II.** Since the Quotation involves selection based on pre-qualification criteria, the TIA (Quotation 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 Quotations only will be opened on the date and time as mentioned in NIQ at Page No. 03
- III.** The decision of AAI in all matters regarding hiring of Income Tax Consultant will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.

**5. OPENING OF QUOTATION**

- a) The Technical Bid shall be opened at 11:30 hours on 29.06.2022 in the presence of the interested bidders or their authorized representatives in the office of :

**O/O Asst. General Manager (F&A), Airports Authority of India  
3<sup>rd</sup> Floor, Admin Block, Lucknow Airport-226009**

The Financial bid of those bidders who are technically qualified, shall be opened on date and time as mentioned in NIQ at Page No. 03

- b) AAI reserves the right to extend the date of receiving/opening of the bids.
- c) AAI reserves the right to call for any other details or information from any of the bidder(s).

**6. SELECTION CRITERIA**

The final selection of the successful bidder from the technically qualified bidders will be done by considering the lowest quote, i.e. , bidder quoting the Lowest rate (L1) in financial bid subject to fulfillment of eligibility criteria.

**7. 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 SD.

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.

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

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

To,

**Asst. General Manager (F&A)**  
**Airports Authority of India,**  
**3rd Floor,**  
**Admin Block**  
**Lucknow -226009**

**Subject: NIQ FOR HIRING OF TAX CONSULTANT FOR INCOME TAX AND RELATED SERVICES**

Being duly authorized to represent and act on behalf of \_\_\_\_\_  
(Hereinafter referred '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.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page no. of Documents</b>
(1)	Self-Certified copy of Firm Registration No. of Firm and Membership No. of CAs/CMAs issued by Institute of Chartered Accountants / Cost Accountants of India as per Eligibility Criteria.	
(2)	Copy of List of Assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of the assignment certified by Managing Partner/Senior Partner along with copy of Award Letter / other credentials indicating services provided, Financial year/Time Period of provision of service etc. as per Eligibility Criteria.	
(3)	Copy of Proof of Address as per as per Eligibility Criteria.	
(4)	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 as per Eligibility Criteria.	
(5)	Copy of PAN, TAN and GST No. of the Firm/LLP	
(6)	Copy of Format I, Format II, Format III	
(7)	Bank details for RTGS along with cancelled cheque	

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 Quotation.

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: \_\_\_\_\_  
Authorized Signatory

Name of the bidder : \_\_\_\_\_

Company Seal : \_\_\_\_\_

**UNCONDITIONAL ACCEPTANCE LETTER**

**(TO BE GIVEN ON LETTER HEAD ALONG WITH TECHNICAL BID)**

To,

**Asst. General Manager (F&A)  
Airports Authority of India,  
3rd Floor,  
Admin Block  
Lucknow -226009**

**SUBJECT: ACCEPTANCE OF AAI NIT CONDITIONS.**

REF: **NIQ FOR HIRING OF TAX CONSULTANT FOR INCOME TAX AND RELATED SERVICES**

Sir,

I/We have read all the clauses, terms and conditions of E-Quotation by AAI for "HIRING OF TAX CONSULTANT FOR INCOME TAX AND RELATED SERVICES" and accept them unconditionally. I/We understand that in case of conditional offer my/our Quotation shall be summarily rejected.

I/We declare that I/We have not paid and shall not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of AAI asks for bribe/gratification, I/We shall immediately report it to the appropriate authority in AAI.

Date:

Sincerely yours,

Place:

(Signature of the Bidder with rubber stamp)

**TECHNICAL BID**

1	Name of the Firm / LLP			
2	Year of Establishment as Firm / LLP (enclose the copy of the Registration Certificate)			
3	Registered Address			
4	Address of Lucknow			
5	<u>Contact Information</u>  Office Phone Number: Mobile Number: E Mail: Name & Designation of Contact Persons	<u>Registered Office</u>	<u>Lucknow Office</u>	
6	Details of Partners with Experience in Direct Taxation:	Name of Partner	Membership No.	No. of Experience in Direct Taxation field
		<u>Details of the Partner who will deal with AAI:</u>		
7	<b><u>Registration Details</u></b> (attach proof) Firm/LLP Registration Number & Date:  PAN & TAN:  GST Registration No.:  Others, if any:			

8	Details of experience (should be supported with copy of work order/agreement)	Sl. No.	Year for which appointed	Name of the PSU/Unit	Gross turnover of the PSU/Unit	Nature of Assignment
9	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/No.				
10	Bank Account Particulars: Name of the A/c holder Bank Account No. Account type (SB/CA) Name of the Bank Branch & Address 11 digit IFS code <b>( Cancelld cheque to be attached )</b>					

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.

Signature of the bidder or : \_\_\_\_\_  
 Authorized Signatory

Name of the bidder : \_\_\_\_\_

Company Seal : \_\_\_\_\_



**FINANCIAL BID**

**NIQ FOR HIRING OF TAX CONSULTANT FOR INCOME TAX AND RELATED SERVICES**

<b>Scope of Work</b>	<b>Professional Fee (in figure as well as in words)</b>
Professional Fee in Lump sum per annum for providing consultancy for Income Tax 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) 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.

**(Signature of the Bidder with rubber stamp) :**

Place:

Date: