



AIRPORTS AUTHORITY OF INDIA

INTERNAL AUDIT DEPARTMENT

Notice Inviting Limited E-Tender

Tender id/ BID id No.:- 2019_AAI_20923_1

Limited E-Tender are invited for Designing & Preparing of Internal Audit Manual of Airports Authority Of India through CPP Portal by the General Manager (Fin.) Internal Audit, New Office Complex, Safdarjung Airport, Airports Authority of India, New Delhi-110003 from the empanelled CA/CMA firms of NCR/Northern Region worked with AAI, Internal Audit Department for audit works and Firm selected for Audit work done basis who are well conversant with AAI working.

AAI invites Limited financial bids as per the approval given by the competent Authority from NCR/Northern Region empanelled CA firms for Audit works & firm selected for AAI Audit Work who are well conversant with AAI's working and having experience with AAI. The Estimated Cost is mentioned in Annexure- V. Self –Help files/FAQ & System Settings (Annexure-V) is also available at E-tender portal with URL address <https://etenders.gov.in/e procure/app>.

It is further informed that unconditional acceptance letter (Annexure III) along with Tender fee of Rs. 590/-(Rs.500+ Rs.90 GST) and EMD Amount Rs. 11300 (Eleven thousand three hundred only) in the form of DD(Demand Draft) are a prerequisite for Technically qualification for call of financial bids. In case of any deficiency in completion and fulfillment of the above by the Firms before opening of Financial bids (Envelope-II) will not be opened to that firm.

(LALA RAM)
AGM - FINANCE (IA)
AIRPORTS AUTHORITY OF INDIA
NEW OFFICE COMPLEX
SAP, NEW DELHI-110003
PH. NO. 01124629346, 011-24632950 EXT.3329



E-bids shall be submitted in two bid system as follows :

TECHNICAL BID ENVELOPE - I

The Technical bids Envelope-I shall contain following documents:-

- a. Scanned copy of unconditional acceptance letter of AAI duly signed and stamped by the Authorized Signatory (Annexure-III)
- b. Scanned copy of DD of Rs. 590/- against Tender Fee
- c. Scanned copy of DD of Rs. 11300/- against EMD

The above must be submitted under the technical bid folder in the form of scanned copy.

Note: - above in original must be reached to o/o The General Manager (Finance)-Internal Audit New Office Complex, Safdarjung Airport, New Delhi-110003 by 25.01.2019 14.00 hrs.

FINANCIAL BID ENVELOPE - II

This Financial Bid is called through the Electronic Process and can be downloaded from the e-tender portal of AAI with URL address <https://etenders.gov.in/e procure/app>. The Financial Bid is also available on AAI website www.aai.aero **Please note that the submission of the Financial Bid is essential and can only be uploaded through the E-tender portal <https://etenders.gov.in/e procure/app>.**

The last date of submission of Technical & Financial bid is 24.01.2019 by 15.00 hrs. And the Technical bids shall be open on 25.01.2019 by 15.30 hrs and financial bids shall be open on 28.01.2019 at 11.30hrs.

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General Information and Guidelines

1. AAI reserves to itself the right to reject the conditional tenders without assigning any reason thereto. Further, AAI can ask or call for any other detail or information from any of the tenderer (Agency).
2. **CA/ CMA firms shall be awarded the work for Designing & preparing of Internal Audit Manual of AAI.**
3. **The bid amount is inclusive of professional fees, TA/DA, local conveyance, lodging & boarding, and other Misc. overheads etc. except GST/applicable taxes. No other payment shall be made except quoted amount. The payment will be released only after accepting and approval by the competent Authority.**
4. **Cover-II Bidders should quote the rates in Download BOQ-sheet from the portal.**
5. **Envelope-I Technical bid shall contain Unconditional letter, Tender fee and EMD amount in the form of DD (Demand Draft).**
6. **The other terms & conditions as mentioned in the EOI / Technical bid shall remain same.**

7. **Time Allowed** : The time allowed for preparation & completion of Internal Audit Manual as per the Scope of Work is required to be completed within the stipulated period. On completion of the Manual, the consolidated Draft Manual may be submitted within the time period to the Executive Director (Internal Audit), AAI, New office complex, Safdarjung Airport, New Delhi-110003. No extra time will be considered for submission of Audit Manual. The firm is required to submit two sets of Draft Audit Manual .

SNo	Name of work	Time allowed for Designing & preparation of Internal Audit Manual and completion	Time considered for submission of Draft Manual	Total working days allowed
	Designing & Preparation of Internal Audit Manual for AAI	35 working days	10 working days	45 working days

8. **Terms of Payment** : The payment will be released only after acceptance and approval of the Competent Authority.

(a) **Penalty for Delay**: If the assigned job is not completed within stipulated period / Time by the agency / firm, AAI reserve the rights to levy/ impose penalty for delay in completion of said work and the penalty may be 1% (one percent) of bid value per week of delay or lesser amount as decided by the competent authority subject to a maximum of 10% of bid value.

9. AAI reserve the rights to reject / cancel the tender without assigning any reasons thereof.

10. Other terms and conditions mentioned in the attached documents will remain the same.

AGM (Fin)-IA
AIRPORTS AUTHORITY OF INDIA
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Annexure-I

NAME OF THE WORK: - Designing & Preparation of Internal Audit Manual of Airports Authority of India (AAI)

S.NO.	Designing & Preparation of Internal Audit Manual of AAI	ESTIMATED COST (Rs.)
1.	AAI Internal Audit Manual	565,000/- + (GST as applicable)

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GUIDELINES TO BIDDERS/ SELF-HELP FILES/FAQ & SYESTEM SETTING
(Help Desk Services)

- a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help Desk services are available for the e-tender portal <https://etenders.gov.in/e procure/app>. The Help desk services shall be available on all working days **(except Sunday)** between **0800-1900 hours** and shall assist users on technical issues related to the use of the e-tender portal.
- b. For any technical assistance with regard to the functioning of the portal the bidders as well as AAI users may contact according to the escalation matrix as mentioned below :

SL No	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2.	Mr. Sanjeev Kumar Mgr.(IT)	After 4 Hours of Issue	etendersupport@aai.aero or sanjeevkumar@aai.aero	011-24632950, Ext-3505,3523	0930-1800 Hrs. (MON-FRI)
3.	Mrs. S. Nita AGM(IT)	After 12 Hours	snita@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4.	General Manager(IT)	After 03 Days	gmitchq@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

- c. The above mentioned help desk numbers are intended only for queries related to the issues on e-tendering portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager from AAI.

All the CA/CMA firms are requested to submit their Financial Bid through AAI e-tender portal by using digital signature of Class III that includes (a) signing and (b) encryption within .

In case of any assistance please contact above mentioned person/personnel along with the undersigned bid manager

BID MANAGER: Mr. LALA RAM, AGM (Fin.) Phone No. 011-24645344/ 011-24632950 EXT.3329, 09650161222 and email id: lalaram@aai.aero

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Annexure-III

TO BE SUBMITTED IN E-TECHNICAL BID

ACCEPTANCE LETTER

(Scanned copy for technical bids)

(Refer Clause for technical bid of NIT)

To,
THE GENERAL MANAGER FIN IA
AIRPORT AUTHORITY OF INDIA
NEW OFFICE COMPLEX
SAP, NEW DELHI-110003
PH. NO. 01124629346

Sir,

ACCEPTANCE OF AAI's E-TENDER CONDITIONS

The e-tender documents for the **NOTICE INVITING Technical & FINANCIAL BIDS for Designing & Preparation of Internal Audit Manual of Airports Authority of India from N/R Empanelled CA firms with AAI's Internal Audit Department for Audit works & firm selected for Audit work on competitive basis for AAI class who are well conversant with AAI's working experience with AAI, Have been downloaded by me. I/we hereby certify that I/we have /visited and inspected and read the entire terms and conditions of the e-tender documents made available to me/us. Which shall form part of the contract agreement and I / we shall abide by the conditions / Clauses contained therein.**

1. I/We hereby unconditionally accept the e-tender conditions of AAI's e-tender documents in its entirety for the above work.
2. The contents of Clause 1 of General information & guidelines of the Notice Inviting E-Tender of the E-Tender Documents has been noted wherein it is clarified that AAI reserves the right to reject the conditional e-tenders without assigning any reason thereto.
3. 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 and further if any officer of AAI asks for bribe/gratification, I/We will immediately report it to the appropriate authority in AAI.

Yours faithfully,

Date: _____

(Signature of the e-tenderer)

With rubber stamp