



# Airports Authority of India

N.S.C.B.I. Airport, Kolkata – 700 052

No. AAI/KOL/FIN/PHY.VERIFICATION/2021-22

Dt. 18.08.2022

Subject: - NIQ for Physical Verification of Fixed Assets and Reconciliation with SAP FAR for 08 Airports/ Units as on 31.03.2022

Sealed quotations are invited by the Senior Manager (Finance), Airports Authority of India N.S.C.B.I. Airport, Kolkata – 700 052 for engaging Chartered/Cost accountant firms for “Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for 08 Airports / Units of AAI, Eastern Region” at an Estimated Cost of Rs. 1,38,000/- (Rs. One Lakhs Thirty-Eight Thousand only) (All inclusive), Excluding GST as applicable.

(L1 Bidder will be awarded the job subject to fulfilling the eligibility criterion/terms and condition.)

## MODE OF SUBMISSION OF QUOTATION/EOI: -

Following two envelopes (Envelope A –Technical and Envelope B- Financial) shall be submitted by 01.09.2022(1430 Hrs) in a sealed cover system: -

### Envelope A (Technical) (Must be Clearly Marked Outside) containing copies of :-

1. The bidder must be a Chartered/Cost Accountant firm.
2. Valid PAN Card,
3. GST Registration Certificate, if any,
4. Experience Certificate as per Annexure – I (to prove meeting eligibility criterion), &
5. Original letter of Acceptance duly signed as per format given in Annexure – II.

### Envelope B (Financial) (Must be Clearly Marked Outside) containing copies of :-

1. The Financial Bid only in the format given in Annexure – III.

**Both the Envelopes may be sealed in another envelope marked as ‘Master Envelope’. The Master Envelope should be super-scribed “NIQ/EOI for Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for 08 Airports / Units of AAI, Eastern Region”**

**and addressed to :-**

**The Senior Manager (Finance),  
O/O The General Manager (Finance),  
Airports Authority of India, Eastern Region,  
NSCBI Airport  
Kolkata – 700 052.**

Last date and time of receipt of Master Envelope : 01.09.2022 up to 1430 IST.  
Date and time of opening of Envelope A (Technical Bid) : 01.09.2022 at 1530 IST.

Probable Date and time of opening of Envelope B (Financial Bid): - 02.09.2022 at 11.30 IST or shall be notified by email.

**SCOPE OF WORK:-**

- 1) To carry out a comprehensive Physical Verification of Fixed Assets at 08 Airports / Units of AAI, Eastern Region in co-ordination and consultation with the unit in charge.
- 2) Prepare a detailed report of all existing Fixed assets Location wise/Item wise so that the assets can be identified from the report itself at any point of time.
- 3) Reconciliation of Physical Fixed Assets with respective Books of Accounts, SAP Fixed Assets Register indicating excess or shortages. Identifying the Assets which are not in working condition may be listed and inserted in the report.
- 4) Whether any shortfall in internal control is noticed and the corrective action or checks to be kept in place for better control.
- 5) Submitting the detailed report indicating reconciliation and suggesting entries to be passed in the books of accounts with individual Assets nos.

**Eligibility Criteria:**

1. The Chartered / Cost Accountant Firms, having experience of Physical Verification of Fixed Assets in any Govt. Departments/Organisations (Central Govt. or state Govt.) or Public Sector Undertakings (PSUs) during the last five years are eligible to apply.
2. Work Order copies with satisfactory work completion certificate from any Govt. Department/PSU must be enclosed in support of the Experience Certificate (Annexure -I).

**Award of Work:** The work will be awarded to bidder who will quote the lowest in total for the entire work.

**Completion Period:** - Within 60 days from the date of issue of Work Order.

**Liquidated Damages:** -In case of failure to execute the order in full within the specified period, liquidated damages shall be charged @ 1 % per week or part thereof for the remaining part but not exceeding 10% of the contract value. Even the contract can be cancelled at the risk and cost of the bidder in case, the bidder fails to complete the work as per schedule indicated in the work order.

**Payment terms:** - The The General Manager (Finance), Airports Authority of India, Eastern Region, NSCBI Airport is the paying authority. The payment will be processed within 30 days of satisfactory completion of the work and submission of Physical verification Report and submission of Invoice. Bank details are mandatory for making E-payment. The payment of the bill is subject to submission and acceptance of the Physical Verification Report by the Competent Authority.

**Terms & Conditions:** -

Duly completed quotation along with requisite documents should reach by Speed/Registered post or by person at the following address on or before **01.09.2022 up to 1430 Hrs IST** positively.

**The Senior Manager (Finance),  
O/O The General Manager (Finance),  
Airports Authority of India, Eastern Region,  
NSCBI Airport  
Kolkata – 700 052.**

AAI will not be responsible for delay in submission of Quotation sent by post.

Envelope B of eligible bidders shall be opened after scrutiny of the documents of Envelope A. The amount is to be quoted as per schedule given in the **Annexure – III**. (Quoted Rates must be all inclusive), except GST, as applicable.

Estimated cost of Rs.1,38,000/- (Rs. One Lakhs Thirty-Eight Thousand only) inclusive of all expenditure i.e. Travelling, Food, Hotel charges, Local conveyance etc. but excluding GST as applicable towards the work.

Authorised signatory certificate must be there in Envelope – A, in case, the quotation is signed by someone other than the proprietor of the firm; in case of partnership firm, copy of partnership document must be enclosed. Incomplete & ambiguous Quotation will be rejected. Corrections or overwriting in the quotation, if any, should be attested.

The bidder who has been debarred by AAI will not be eligible for the EOI/NIQ.  
The bidder who has not fulfilled the condition in totality will not be eligible.  
AAI reserves the right to accept/reject any Quotation without assigning any reason.  
AAI reserves the right to cancel a part or whole of the NIQ without assigning any reason.  
GM (Fin.) will be the Competent Authority and his decision will be binding upon award of job.  
Two copies of the final report shall be submitted in a binded /spiral binded form.

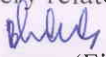
Successful bidder should deploy suitable teams for undertaking the Physical Verification of Fixed assets as per scope of work mentioned in the NIQ/EOI in consultation and co-ordination with the unit InCharge. The bidder must ensure that the size of the teams is commensurate with the size of the unit and the volume of work involved. It should be ensured that the physical verification team is headed at all times by at least Chartered / Cost Accountant along with one semi qualified Chartered / Cost Accountant.

The Successful bidder will ensure that every information which comes to the knowledge/obtained in respect of the operations or assets of the units is to be maintained in strict confidence and secrecy.

The work of Physical verification needs to be carried out during working hours of AAI, i.e. 09:30 Hrs to 18:00 Hrs from Monday to Friday except holidays.

The NIQ/EOI shall form part of the Award letter.

For any query related to the above quotation a mail can be sent at [gmfer@aai.aero](mailto:gmfer@aai.aero).

  
Senior Manager (Finance),  
AAI, ER, NSCBI Airport,  
Kolkata.

प्रबंधक (वित्त) / प्रबंधक (वित्त)  
Mgr. (Fin.) / Manager (Fin.)  
एनएसबी/ए.ए.आई., NSCBI Airport  
कोलकाता/Kolkata-52

No. AAI/FIN/RAU/PHY.VERIFICATION/2021-22

Date:-

**Annexure-I**

Name of the Work: NIQ/EOI for Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for 08 Airports / Units of AAI, Eastern Region” as on 28.02.2021

**Experience Certificate**  
(To be submitted in Envelope A)

List of Govt. Departments/Organisations or Public Sector Undertakings where the job of Physical Verification carried out during the last five years:-

Sl. No.	Name of Government Department/ Public Sector Undertaking	Work Order No./ Client Certificate No.	Date
1.			
2.			
3.			

(\*Work order / Client Certificate copies not enclosed with this certificate will not be considered)

Signature of the Vendor/Agency: \_\_\_\_\_

Name: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

Address: \_\_\_\_\_

PAN: \_\_\_\_\_ GSTIN: \_\_\_\_\_

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

(Sign and seal)

ACCEPTANCE LETTER  
(To be submitted in Envelope A)

No. AAI/FIN/RAU/PHY.VERIFICATION/2021-22

Date:- .

To:  
**The Senior Manager (Finance),**  
**O/O The General Manager (Finance),**  
**Airports Authority of India, Eastern Region,**  
**NSCBI Airport**  
**Kolkata – 700 052.**

Subject: - Acceptance of Terms & Conditions of NIQ.

Name of Work: - NIQ/EOI for Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for 08 Airports / Units of AAI, Eastern Region” as on 31.03.2022

Dear Sir,

1. The NIQ/EOI document for the works mentioned above has been provided/supplied to us by Airports Authority of India and I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document made available to me / us, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
2. I / We hereby unconditionally accept the NIQ conditions of AAI's NIQ/EOI document in its totality for the above works.
3. It is clarified that after unconditionally accepting the NIQ conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the NIQ/EOI enclosed in envelope "A" & "B" and the same has been followed in the present case. In case any provisions of this NIQ/EOI are found violated after opening envelope "A" & "B". I / we agree that the NIQ/EOI shall be rejected.
4. That, 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 ask for bribe / gratification, I will immediately report it to the appropriate authority of AAI.

Yours Faithfully,

(Authorized Signatory with Stamp)

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

No. AAI/FIN/RAU/PHY.VERIFICATION/2021-22

Date:-

FINANCIAL BID  
(To be submitted in Envelope B)

Subject: - Submission of Financial Bid.

Sl.no.	Places /Stations where Physical verification of Fixed assets to be undertaken	Total Fees in Rupees
1.	Kolkata Regional Office(all units except Kolkata Airport )	
2.	Fire Service Training Centre (FSTC), Narayanpur, Kolkata	
3.	Behala Airport	
4.	Berhampur MSSR Site, Odisha	
5.	Cooch Behar Airport	
6.	Jamshedpur Airport	
7.	Jharsuguda Airport	
8.	Katihar CNS station	
	<b>TOTAL</b>	

Total in words (Rupees \_\_\_\_\_ only).

\*Quoted Rates must be all inclusive but excluding GST as applicable.

\*L1 BIDDER WILL BE SELECTED ON THE BASIS OF LOWEST OVERALL TOTAL QUOTED PRICE\*

Yours Sincerely

(Authorized Signatory with Stamp)

Name & Address of the Firm: \_\_\_\_\_

Telephone no. \_\_\_\_\_ Mobile no. \_\_\_\_\_ E- mail Id \_\_\_\_\_

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