



CHANDIGARH INTERNATIONAL AIRPORT LIMITED, MOHALI

TENDER DOCUMENT

(NIT No. CHIAL/INTERNAL AUDIT/2019-20)

NAME OF WORK:

**Appointment of Chartered Accountant firm/Cost Accountant firm
for conducting Internal Audit of
Chandigarh International Airport Limited**

CHANDIGARH INTERNATIONAL AIRPORT LIMITED, MOHALI

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(Tender ID:- 2019_AAI_34693_1)

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FOR CHANDIGARH INTERNATIONAL AIRPORT LIMITED

**CHIEF FINANCIAL OFFICER
CHANDIGARH INTERNATIONAL AIRPORT LIMITED
MOHALI**

ABOUT THE COMPANY

Chandigarh International Airport is a civil airport which serves the Union Territory Chandigarh and other Indian states of Punjab, Haryana, Himachal Pradesh etc. The airport runway is located in the Union Territory of Chandigarh while the International Terminal is located on the southern side of the runway in the village Jhurheri, Mohali, Punjab.

Providing insight about the company, Chandigarh International Airport Limited (CHIAL) is a joint venture company with Airports Authority of India having 51% Equity Stake, Punjab Government (GMADA) and Haryana Government (HUDA) each having 24.5% Equity Stake to operate, develop and maintain the Chandigarh International Airport (a new state of art International Airport at Mohali, Punjab). The New Civil Air Terminal has been established with distinct green building features on a land area of 300 Acres. The new International Airport is operational from October 19, 2015.

The modern Integrated Terminal Building is made of glass and steel structure and is equipped with the modern state-of-the-art equipment and passenger facilities. Terminal Building is fully air conditioned with Common Use Terminal Equipment (CUTE), Flight Information Display System (FIDS) and IN-line Baggage handling system etc. for efficiency of operations. Terminal Building is designed on the concept of eco-building with energy efficient features and qualifies for a "4 STAR" Green Rating for Integrated Habitat Assessment (GRIHA). Local Art & Culture of Punjab & Haryana State and the Union Territory, Chandigarh is depicted in the terminal building through murals & paintings.

ACI World 2018, adjudged Chandigarh International Airport Limited, the best Airport by Size and Region and Best environment and ambience by Size and Region (2-5 Million Passengers) in ASIA PACIFIC. CHIAL has emerged as First in INDIA and won Swachhta Award evaluated by AAI.

CHIAL intend to appoint Internal Auditor in order to provide independent assurance that an organisations risk management, governance and internal control processes are operating effectively. The Company has in place adequate Internal Financial Controls (IFC) with reference to financial statements. Primary objective of IFC to identify opportunities for improvement, and to draw up recommendations and good practices that can use as a benchmark to develop or strengthen their internal and good practices that can use as a benchmark to develop or strengthen their internal control systems and enhance the reliability of their financial statements.

- Efficiency and effectiveness in Operations
- Prevention and Detection of fraud and error
- Safeguarding of assets
- Accuracy and completeness of Accounting records
- Reliability of Financial reporting

General Instructions and Guidelines for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <http://etenders.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <http://etenders.gov.in/eprocure/app>) by clicking on the **link “Online bidder Enrolment” on the CPP Portal which is free of charge.**
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode /eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/Password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be **moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to** intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such **documents. These documents may be directly submitted from the "My Space" area** while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) **Bidder has to select the payment option as "offline" to pay the Tender fee/EMD** as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders "dashboard") will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) **Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.**
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Help Desk Services

- 1) In order to facilitate the Bidders, Help Desk services are available for the e-tender portal <https://etenders.gov.in/eprocure/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.
- 2) For any technical related queries please call the Helpdesk. The 24 x 7 Helpdesk Number 0120-4200462, 0120-4001002, E-Mail: support-eproc@nic.in

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

- 3) Before submitting queries, bidders are requested to follow the instructions given in **“Guidelines to Bidders”** and **get their computer system configured according to the recommended settings as specified in the portal at “System Settings for CPPP”**.
- 4) In case of queries regarding Bid procedure/technical support on e-tender portal, if the Help Desk is non-responsive, the Bid Manager, Sh. Surender Kumar, Manager (Finance) may be contacted at Telephone No. 0172-2242014, Mobile No. 9417610110 (Enquiries during working days and working hours i.e. Monday to Friday between 9:30 to 18:00 Hrs), E-mail ID: chialfinance@rediffmail.com.

All bid procedure related queries be referred to HELP DESK as above and then to Bid Manager only.

- 5) The above mentioned help desk numbers are intended only for queries related to the issues on e-procurement 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 of CHIAL.

NOTICE INVITING e-TENDER (3 BOT Envelope Open tender)**Tender ID:**

Tenders are invited through the e-tendering portal <https://etenders.gov.in/eprocure/app> by **CEO, Chandigarh International Airport Limited, Mohali-160003** on behalf of Chairman, CHIAL for the work “**Appointment of Chartered Accountant firm/Cost Accountant firm for conducting Internal Audit of Chandigarh International Airport Limited, Mohali**” with an estimated cost of **Rs. 3,00,000** (Rupees Three lakhs only) excluding GST with period of completion 24 (Twenty Four) months which may be further extendable for 12 months on satisfactory performance of 24 months.

The tendering process is online at e-portal URL address **<https://etender.gov.in/eprocure/app>**. Aspiring bidders may download and go through the tender document. Prospective Bidders are advised to get themselves register at CPP-portal, obtain ‘Login ID’ & ‘Password’ and go through the instructions available in the Home Page after log in to the CPP-portal **<https://etender.gov.in/eprocure/app>**. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time.

2. Tender fee of Rs. **1,120/- (i/c GST) Non-refundable** in favour of Chandigarh International Airport Limited, Payable at Mohali will be required to be paid offline in the form of Demand Draft from Nationalized or any scheduled bank (but not from cooperative or Gramin bank). The original Demand Draft against Tender fee should reach by post/given in person to the concerned officials/Airport Manager office, as specified in the Critical Data Sheet. The details of Demand Draft physically sent, should tally with the details available in the scanned copy and the data entered in Envelope I during bid submission time. **Any postal delay will not be entertained.**

Following 3 envelopes shall be submitted through online at CPP-portal by the bidder as per the following schedule:

CRITICAL DATA SHEET

Publish Date	Date 25.10.2019 at 1855 hrs.
Bid Document Download / Sale Start Date	Date 25.10.2019 from 1855 hrs.
Clarification Start Date	Date 25.10.2019 from 1855 hrs.
Clarification End Date	Date 29.10.2019 upto 1855 hrs.
Bid Submission Start Date	Date 25.10.2019 from 1855 hrs.
Bid Submission End Date	Date 06.11.2019 upto 1500 hrs.

Last date and time of submission of original Demand Draft against EMD and Tender Fees, signed hard copy of CHIAL Unconditional Acceptance Letter in the office of Bid Manager/Airport Manager office	Date 07.11.2019 upto 1100 hrs.
Bid Opening Date (Envelope- I)	Date 07.11.2019 at 1500 hrs.
Bid Opening Date (Envelope- II)	Date 08.11.2019 at 1500 hrs.
Bid Opening Date (Envelope- III)	Date 11.11.2019 at 1500 hrs.
Tender Fee	Rs. 1,120/- (i/c GST) Non-refundable in favour of Chandigarh International Airport Limited, Payable at Mohali.
EMD	Rs. 6,000/- in the form of Demand Draft in favour of Chandigarh International Airport Limited, Payable at Mohali.

Envelope-I (Tender Fee, EMD & Unconditional Acceptance Letter): - Bid containing Unconditional Acceptance of CHIAL's Tender Conditions as per Annexure - I, Tender fee and EMD.

The bidder shall submit their application only at CPP portal <https://etender.gov.in/eprocure/app>. Bidders are advised to follow the instruction provided in the tender document for online submission of bids. Bidders are required to upload the digitally signed file of scanned documents along with scanned copy of Demand Draft details for Tender Fee and EMD. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Uploading of application in location other than specified above shall not be considered.

Scanned copy of tender fee in the form of Demand Draft of **Rs. 1,120/-** (i/c GST) and Earnest Money Deposit (EMD) of **Rs. 6,000/-** as stipulated in the notice inviting tender may be submitted along with Unconditional Acceptance of CHIAL's Tender Conditions (Performa Annexure-I) of Tender Document.

Envelope-II (Technical bid):-

Qualifying requirements of firms:

- (i) Chartered Accountant Firm/Cost Accountant Firm should be a partnership firm or LLP and should have been registered with Institute of Chartered Accountant of India/Institute of Cost Accountants of India and practicing continuously in India for a minimum period of Twenty years' and providing professional services in the field of Internal Audit Function of Central Govt./State Govt./Public Sector Undertakings/Government Authorities for at least a period of two years in any of the last five completed financial years.

- (ii) The applicant firm should have head office in any city of Tri-city i.e. Chandigarh or Mohali (Punjab) or Panchkula (Haryana) and the same must be registered in constitution status issued by the institute and should have at least Three (03) partners.
- (iii) Agency should have Permanent account number (PAN).
- (iv) Agencies/Firms should have GST Registration No.
- (v) Declaration regarding Blacklisting/Debarring of firm as per Annexure-II.
- (vi) Undertaking for GST compliance as per Annexure-III.
- (vii) Declaration stating that, none of his relative is working with CHIAL as per Annexure-IV.
- (viii) Firm having average Annual turnover of Rupees Twenty Lakhs during the last two completed preceding financial years.
- (ix) Check-List as per Annexure-V and declaration that documents submitted are true and correct.

Envelope-III (Financial Bid):

The Financial e-Bid through CPP portal:

1. All rates shall be quoted in the format provided and no other format is acceptable. If the financial bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
2. Original EMD, Tender fees, hard copy of signed Unconditional Acceptance of CHIAL's Tender Conditions, to be sent to the office of **Chief Financial Officer, Chandigarh International Airport Limited, Jhurheri, Mohali-160003** and should reach to Bid Manager before the date & time mentioned in **CRITICAL DATA SHEET**. The Bidder whose EMD, Tender fees and unconditional acceptance of CHIAL's tender conditions are not received by the time as per Critical Data Sheet, then their tenders will be summarily rejected. **Any postal delay will not be entertained.**
3. **Bids Opening Process is as below: -**
Envelope-I: Envelope-I opening date shall be as mentioned in **CRITICAL DATA SHEET**. (Envelop-I shall contain scanned copy of Tender Fees, EMD and Unconditional Acceptance of CHIAL tender conditions.)

Envelope-II: Envelope-II opening date shall be as mentioned in **CRITICAL DATA SHEET**. The intimation regarding acceptance/rejection of their bids will be intimated to the firms through e-tendering portal. (Envelop-II shall contain scanned copy of check-list as per Annexure-II and declaration that documents submitted are true and correct, scanned copy of duly notarized declaration on non-judicial stamp paper of Rs. 100 regarding black listing/debarring of firm and scanned copy of undertaking on GST.

If any clarification is needed by the bidder about the deficiency in his uploaded documents in Envelope – II, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by CHIAL, failing which tender will be liable for rejection.

Envelope-III: The financial bids of the firms who are found technically qualified shall be eligible for opening of financial bid on the date mentioned in **CRITICAL DATA SHEET**.

4. CHIAL reserves the right to accept or reject any or all applications without assigning any reasons. CHIAL also reserves the right to call off tender process at any stage without assigning any reason.
5. CHIAL reserve the right to disallow issue of tender document to working agencies whose performance at ongoing work is below par and usually poor and has been issued letter of Restrain/Temporary/Permanent debar by any department of CHIAL. **CHIAL reserve 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 applicant is found to be incorrect/false or have some discrepancy which disqualifies the firm then CHIAL shall take the following action:**
 - a) Forfeit the entire amount of EMD submitted by the firm.
 - b) The firm shall be liable for debarment from tendering in CHIAL, apart from any other appropriate contractual/legal action.
6. Consortium /JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

For Chandigarh International Airport Limited

**CHIEF FINANCIAL OFFICER
CHANDIGARH INTERNATIONAL AIRPORT LIMITED**

GUIDANCE TO BIDDERS

Tenders are invited through CPP e-tendering portal for **Appointment of Chartered Accountant Firm/Cost Accountant Firm for conducting Internal Audit of Chandigarh International Airport Limited, Mohali (Tender ID:_____)** from eligible firms/parties having valid Permanent Account Number (PAN) and GST No. Time allowed for carrying out the work would be 24 (Twenty Four) months which may be further extendable for 12 months on satisfactory performance of 24 months.

1. The Tenders in the prescribed Form are invited in three bid system:
 - i) 1st Bid (Envelope I) : Tender fee, EMD and Unconditional Acceptance Letter
 - ii) 2nd Bid (Envelope II) : Technical Bid
 - iii) 3rd Bid (Envelope III) : Financial Bid
2. Not more than one Tender shall be submitted by a firm. No two or more concerns in which an individual is interested as partner shall tender for the execution of the same works. If they do so, all such Tenders shall be liable to be rejected.
3. **Chief Executive Officer, Chandigarh International Airport Limited, Mohali** shall be the Accepting Authority hereinafter, referred to as such for the purpose of this contract and **Chief Financial Officer** shall be Officer-in-charge for this contract.
4. Submission of e-tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the works to be done.
5. Bidder should quote the rates in Downloaded BOQ-sheet from the CPP portal. (Financial Bid i.e. Envelope-III)
6. The Bidder should study the complete tender document. In order to facilitate CHIAL to prepare responses, the interested bidders are requested to submit their queries if any, in CPP e-tender portal only, as per procedure and according to scheduled date of the submission of e-tenders. The Bidders queries will be replied through e-portal only.
7. **Earnest Money Deposit (EMD)**
 - (i) Earnest money for an amount of **Rs. 6,000/- (Rupees Six Thousand only)** shall be deposited in the form of Demand Draft from an Indian Scheduled Bank preferably from Nationalized Bank but not from Co-operative or Gramin Bank in **favour of "Chandigarh International Airport Limited" payable at Mohali** and shall accompany with tender in prescribed manner.
 - (ii) Any tender not accompanied with EMD in the said form will be considered non-responsive and will be rejected.

- (iii) On acceptance of the Tender, the earnest money will be treated as part of the security deposit. The EMD of the successful bidder will be returned if the bidder furnishes the security deposit. CHIAL will return the EMD where applicable to every unsuccessful bidder except as provided in the tender inviting notice.
- (iv) No interest or any other expenses, whatsoever on the EMD will be payable by CHIAL.
- (v) The Tender EMD may be forfeited in the following case:
 - a) If a bidder withdraws its tender during the period of tender validity specified in the tender conditions.
 - b) In the case of a successful bidder, if the bidder fails:
 - i) To sign/enter into a contract with CHIAL within 30 calendar days after date of issue of award letter by signing agreement on stamp paper value of Rs. 100/-.
 - ii) In case of any false/incorrect information/document submitted by bidder or have some discrepancy.

8. Power of attorney/authorization for signing tender

- i) Only the Power of Attorney/Authorization holder of the bidder on whose name the tender has been uploaded shall sign the Tender documents.
- ii) The name and designation of the person or persons of the company who is authorized to sign shall be clearly indicated in the authority letter.

9. Payment of Security Deposit

Successful Bidder is required to submit Security Deposit equivalent to 10% of contract amount in form of Demand Draft/Pay Order from Nationalized/Scheduled Bank/Bank Guarantee in favour of "Chandigarh International Airport Limited", Mohali within 10 days of award of work. Otherwise, Earnest Money Deposit of the successful bidder shall be adjusted in the running bills against Security Deposit. The balance amount of Security Deposit, if any, after adjusting the EMD, will be deducted from Running Account (RA) bills of the firm.

This security Deposit shall be refunded on successful completion of the contract.

- 10. 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 bidder shall submit a responsive bid, failing which his Tender will be liable to be rejected.

11. The Accepting Authority does not bind itself to accept lowest tender or any tender and reserves to himself the right of accepting the whole or any part of the tender and bidder shall be bound to perform the same at his quoted rates. **The bid amount is inclusive of professional fees, TA/DA, local conveyance, lodging & boarding etc. except GST/applicable taxes. No other payment shall be made except quoted above.**
12. The bidder shall not be permitted to tender for works in CHIAL Finance Department responsible for award and execution of contracts, in which his near relative is posted in Finance Deptt. of CHIAL in any capacity.
13. The bidder firms shall give a list of CHIAL employees related to him.
14. The Tender for the work shall remain open for acceptance for a period of Ninety days from the date of opening of financial Bid (i.e. envelope-III). If any bidder 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 CHIAL shall without prejudice to any other right or remedy, be at liberty **to forfeit the full said earnest money absolutely.**
15. On acceptance of the Tender, the name of the accredited representative(s) of the firm who would be responsible for taking instructions from the Officer in- Charge, Finance Department shall be communicated to the concerned Officer in-Charge within 10 days of acceptance of tender.
16. A bidder 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/false or have some discrepancy which disqualifies the firm then the CHIAL shall take the following action:
 - i. Forfeit the **entire amount of EMD** submitted by the firm.
 - ii. Debar the firm for minimum three years to tender in CHIAL in any name/style.

17. **Comparison and Evaluation of Tender**

Prior to detailed evaluation, CHIAL will determine the substantial responsiveness of Tender document. A substantial responsive Tender is one, which confirms to all the terms and conditions of the Tender. A tender is determined as not responsive, if tender is submitted incomplete, annexures are not filed up, unconditional acceptance letter & GST affidavit and power of attorney not found in proper form etc. as described above, such tenders are liable to be rejected by CHIAL.

Once the firm has uploaded the digitally signed file of tender document along with other documents 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 if any condition is found violated after opening Technical Bid, the tender shall be summarily rejected and CHIAL shall, without prejudice to any other remedy, be at liberty to forfeit earnest money.

18. Rejection of Tender

- a. CHIAL reserves the right to reject all the tenders or any of the tender or any part of tender without assigning any reason.
- b. CHIAL reserves the right at its sole discretion not to award any work under this tender. CHIAL shall not pay any costs or loss incurred by the bidders in the preparation and submission of any requisite tender or technical proposal or to procure contract for any of the items described herein.
- c. If the bidders deliberately gives wrong information or suppress any information in his Tender, CHIAL reserves the right to reject such tender at any stage or to cancel the contract, if awarded, and to forfeit the Earnest Money, absolutely, in addition to any other appropriate/legal action.
- d. Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by firms who resort to canvassing are liable for rejection.
- e. Any deviation in the Tender submission procedure will be considered as non- responsive bid and liable to be rejected.
- f. A bidder shall submit a responsive bid, failing which his Tender will be liable to be rejected.
- g. Tender in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and is liable to be rejected.
- h. A bidder 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.
- i. Any tender not accompanied with EMD and Tender fees in the prescribed form will be considered non responsive and rejected.

19. This notice of Tender shall form part of the contract documents. The successful Bidder on acceptance of his Tender by the Accepting Authority, shall within 30 days from the date of award of work sign the contract consisting of Notice inviting Tenders, General conditions of contract, special/additional condition, general and particular specifications, Tender conditions as issued at the time of invitation of Tender and acceptance thereof with any correspondence leading thereto.

20. Compliance of the provisions of statutory requirements

The bidder shall comply with all necessary rules & regulations of central/local state government related to the work and the firm shall be responsible to maintain all requisite documents and records for reference to statutory authorities and CHIAL as & when asked for.

21. Period of Assignment

Audit working period is Five (5) working days per month by the Audit Team of Three members (One Qualified Professional with two other Assistants). The Internal Auditor Report is to be submitted within Forty Five (45) days from the close of each quarter.

22. Scope of Work

The scope of work is enclosed as **Annexure VI**.

23. Method of release of Payment

- (i) The payment will be released after approval of the Internal Audit Report on quarterly basis by the competent authority and bidder must quote GST number in the bill/invoice.
- (ii) Delay on account of incomplete / late submission / Non-verification of bills by firm etc. will be the responsibility of the firm.
- (iii) No advance payment shall be made to the firm, however, payment shall be made by CHIAL against the valid Tax invoice submitted by the firm after making statutory deductions including security deposit, income tax, any penalty etc.
- (iv) The firm is advised to get himself fully apprised to the financial implications while offering his rates. No claim whatsoever will be entertained in this regard at a later stage.
- (v) Payment will be released after deduction of applicable TDS and other statutory deductions.

24. Indemnity

The successful bidder shall exercise reasonable skill, care and diligence in the performance of the assignment and indemnify and keep CHIAL members, officers, directors, employees indemnified in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the firm or by its staff, agents or sub-contract in relation to the performance or otherwise of the services to be provided under the Contract.

25. Assigning to Others

The successful bidder shall not, without the prior written consent of CHIAL, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the firm, any of its rights or obligations under the Contract of any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by CHIAL.

26. **Termination**

CHIAL may, at its sole discretion and at any time terminate the Contract by giving three month's notice in writing, if the performance of the firm is not found satisfactory. Termination could also take place on such breaches as may be specified in the contract. In the event of the contract being so terminated, the firm shall take such steps as are necessary to bring the services to an end, in a cost effective, timely and orderly manner.

27. **Effect and Jurisdiction of Contract**

- i) The contract shall be considered as having come in to force from the date of **issue of CHIAL's letter of acceptance of the offer.**
- ii) The law applicable to this contract shall be the law enforced in India.
- iii) The rated quoted by firm will be applicable for two (2) years and the professional fee for third year, if extended, will be paid 10% over & above of the fees paid during the 2nd year i.e 10% incremental may be paid over and above fees payable/paid for 2nd year.

28. **Interpretation**

In case of any ambiguity or difficulty in the interpretation of any of the provisions of the agreement, the interpretation of the **Officer-in-Charge** shall be final and binding.

29. CHIAL shall be the sole judge in the matter of evaluating & accepting technical bids, financial bids and award of contract and decision of CHIAL shall be final & binding.

For Chandigarh International Airport Limited

**CHIEF FINANCIAL OFFICER
CHANDIGARH INTERNATIONAL AIRPORT LIMITED
MOHALI**

Annexure -I

UNCONDITIONAL ACCEPTANCE LETTER
(TO BE SUBMITTED IN ENVELOPE-I)

Date:

To,
CHIEF FINANCIAL OFFICER
CHANDIGARH INTERNATIONAL AIRPORT LIMITED (CHIAL)
JHURHERI, MOHALI - 160003

ACCEPTANCE OF CHIAL'S TENDER CONDITIONS

Sir,

1. The tender documents for the work "**Appointment of Chartered Accountant Firm/Cost Accountant Firm for conducting Internal Audit of Chandigarh International Airport Limited, Mohali**" have been sold to me/us by Chandigarh International Airport Limited and 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.
2. I/We hereby unconditionally accept the tender conditions of CHIAL's tender documents in its entirety for the above work.
3. The contents of Notice Inviting Tender of the Tender Document have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remarks/conditions in the tender uploaded in Envelope-I, II & III. In case, any condition(s) are found incomplete in Envelope-I then Envelope II i.e. Technical bid shall not be opened, **or** if any condition found incomplete in Envelope -II then Envelope III i.e. Financial bid shall not be opened, **or** if any condition found incomplete in Envelope-III then tender shall be rejected and CHIAL shall without prejudice to any other right or remedy be at liberty to forfeit the earnest money.
4. I/We declare that I/We have not paid and will not pay any bribe to any officer of CHIAL for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of CHIAL asks for bribe/ gratification, I/We will immediately report it to the appropriate authority in CHIAL.

5. I/We hereby submit the Tender fees of Rs. ____/- (Rupees_____only) for the above mentioned work in form of Demand Draft and the scanned copy of Demand Draft is attached herewith.
6. The required Earnest Money of Rs. ____/- (Rupees_____only) for the above mentioned work has been submitted in form of Demand Draft and the scanned copy of Demand Draft is attached herewith.
7. I/We agree that “If at any stage, any information/documents submitted by us are found to be false, we shall be liable for debarment from tendering in CHIAL, apart from any other appropriate/Legal action”.

Thanking you,

Your's faithfully,

Date:

(Signature of the Bidder)
With rubber stamp

Encl: Demand Draft for Tender fee and EMD.

Annexure - II

UNDERTAKING

I/We _____ (name and post of authorized signatory) on behalf of _____ (Name of firm) do here by solemnly affirm and declare as follows:

1. Our firm is not debarred/blacklisted by CHIAL/Airports Authority of India/Central/State Govt. Depts./PSUs/World Bank/ADB etc. and the department is not in force as on last date of submission of proposal.
2. I/We further undertake and confirm that information/documents submitted by us are genuine, and if at any stage such documents/information found false, then we shall be liable for debarment from tendering in CHIAL, any other appropriate legal action.

Date :

Place :

**(Signature and name of the authorized
Signatory of the firm)**

Note: This affidavit is to be attested by a first class Magistrate/ Notary Public on non-judicial stamp paper of Rs.100/-.

Annexure-III

(ON THE LETTER HEAD OF THE FIRM)

UNDERTAKING FOR GST

I am competent to submit this undertaking on behalf of (Name of agency).

1. I/we am/are registered under GST and compliant of GST provision.
2. In case of non-compliance of GST provisions and blockage of any input credit, I shall be responsible to indemnify CHIAL.
3. That all input credits shall be passed on to CHIAL by me.

Dated this, the day of month Year.

DEPONENT

Place:

Date:

Annexure-IV

(ON THE LETTER HEAD OF THE FIRM)

DECLARATION BY THE BIDDER

I/We hereby declare that none of the members or my/our relatives is relative of any employee of Airports Authority of India/CHIAL and I/We also further declare that no Director/employee of Airports Authority of India/CHIAL is/are a Director/partner of my/our firm/company/partnership/proprietor.

Signature of E-Bidder :

Name :

Date :

Stamp :

Annexure - V

CHECKLIST

(TO BE SUBMITTED IN ENVELOPE II)

Name of work: Appointment of Chartered Accountant firm/Cost Accountant Firm for conducting Internal Audit of Chandigarh International Airport Limited, Mohali		
1.1	Firm Registration Certificate along with the registration certificate issued by the respective institute of the firm	Copy enclosed (Yes/No)
1.2	Client experience certificates held by the firm in support of providing professional services in the field of Internal Audit Function of Central Govt./State Govt./ Public Sector Undertakings/Government Authorities	Copy enclosed (Yes/No)
1.3	Constitution Status certificate issued by the respective institute in support of Address of the firm	Copy enclosed (Yes/No)
1.4	PAN No. of the firm	Copy enclosed (Yes/No)
1.5	GST Registration Certificate	Copy enclosed (Yes/No)
1.6	Power of Attorney	Copy enclosed (Yes/No)
1.7	Declaration regarding Blacklisting/Debaring of firm (as per Annexure II)	Copy enclosed (Yes/No)
1.8	Undertaking for GST compliance (as per Annexure III)	Copy enclosed (Yes/No)
1.9	Declaration stating that, none of his relative is Working with CHIAL (as per Annexure IV)	Copy enclosed (Yes/No)
2.0	Firm having average Annual turnover of Rs. 20.00 Lakh during the last two completed preceding financial years	Copy enclosed (Yes/No)
	Any other information	

DECLARATION

I _____ hereby declare that the documents submitted/enclosed are true and correct. In case any document at any stage found fake/incorrect, my EMD may be forfeited and any further action against me/ agency as authority may deemed fit may be taken.

Place:

Date:

Signature with Stamp of Authorized
Signatory of the Firm

Annexure VI

SCOPE OF WORK

The scope of Internal Audit has been considerably expanded over those of the previous years. Also certain aspects related to the scope are covered in the Terms and Conditions and Reporting Requirements in the desired Format. The illustrative (but not exhaustive) list of tasks to be performed by internal auditor is given below. Audit firm is advised to carefully study these documents.

DISCIPLINE	Areas to be checked (Illustrative Only)
1. Finance & Accounts	<ol style="list-style-type: none">1. Vouching of payments and journal voucher.2. Scrutiny of Traffic Revenue bills –<ol style="list-style-type: none">(a) Verify rates and other parameters(b) Timely raising and forwarding of bills.3. Reconciliation of addition in Fixed Assets Registers vis-à-vis physical verification.4. Review of long pending liabilities/contingent liability.5. Timely deposit of all TDS, GST, or any other statutory tax etc. to the appropriate authorities.6. Revenue expenditure of the project such as Pay & allowances etc. are capitalized and charged to CWIP/ cost of the work.7. TDS Certificates for amount deducted by clients on payments have been received.8. To verify the GST compliances done by CHIAL i.e. timely filling of GSTR 1, GSTR 7, GSTR 7A, GSTR 3B, GSTR 9, GSTR 9C etc. for the concerned time period.9. To verify quarterly reconciliation of GSTR-2A with books of accounts.10. Status of sundry debtors –<ol style="list-style-type: none">(a) Detailed analysis of old outstanding dues particularly in r/o Private Airlines & Non-scheduled Airlines etc. which need persuasive action at the local level should be carried out.(b) The cases which are felt as fit for write off action may also be brought out in the audit report.(c) Dues more than Security Deposit including bank guarantee.(d) Confirmation of Balances with banker & debtors.11. Credit Facility as per approval of Competent Authority as per policy.12. Unlinked Credits13. Input credit of GST & other taxes is correctly availed, GST related reconciliation & remittances.14. To verify books of accounts are in compliance with the provisions of IND AS applicable to CHIAL.15. To verify the Interest rate on accounts held with banker and interest on fixed deposit accounted for and accrued for.

	<ol style="list-style-type: none"> 16. To check reconciliation of TDS booked in books of accounts with form 16 issued by parties or form 26 AS displayed on income tax site on quarterly basis. 17. Review of Capital Work in progress account. 18. Any completion in contract with parties needs to be capitalized or not. 19. To verify Input tax credit availment of GST for major items Goods & Services (revenue/ capital). 20. Presentation of quarterly results in his report. 21. To provide with comparison of current Quarter v/s previous year. 22. To check leakages of revenue.
2. Cash/Bank Book	<ol style="list-style-type: none"> 1. Reconciliation of bank statement. 2. To verify unauthorized debits on Bank Book. 3. Cheques Dishonored / Stale Cheques, unused cheques leaf & details of cheques used, if any. 4. Confirmation of Bank Guarantee from the concerned Bank and its validation. 5. Renewal of BG and details of BG. 6. To verify that payments only through electronic modes, RTGs etc.
3. Personnel & Administration	<ol style="list-style-type: none"> 1. Maintenance of leave records including leave encashment as per AAI/ CHIAL Circulars/ Orders. 2. Compliance of documents/mortgage agreements. 3. Adjustment of TA/DA advance etc, in time. 4. Recovery of advances as per sanction orders. 5. Training & Schedule of CHIAL as per KPA.
4. NASF Trust	<ol style="list-style-type: none"> 1. Raising of Schedule & Non Schedule Airlines Billing as per Direction of Trust. 2. Claims of Security related expenditure of CISF as Per Policies of Trust.
5. Engineering (Civil/ Electrical)	<ol style="list-style-type: none"> 1. Scrutiny of Tenders from NIT to award of work. 2. Scrutiny of bills of the contractor in terms of the contract conditions lay down as per the agreement, award letter and other relevant conditions. 3. Grant of extension of time for the contract to be correlated with the hindrance register at site and contract conditions. 4. In principle approval for extra and deviated items in the contract from the Appropriate Authority. 5. Statutory compliances like EPF, ESI, GST, TDS, labour cess and other Govt./ Statutory Authority etc. are complied with by the contractor before release of payment. 6. Completion Certificate/All approval for deviations in the contract are duly approved before release of final payment. 7. Review of CWIP and completed works are put to use.

	<ol style="list-style-type: none"> 8. Details of work held up/delayed due to non availability of site/drawings/ requisite approvals after the award of work. 9. Splitting of contracts. 10. Time Overrun and Cost Overrun in the execution of works 11. Provision, availability & Utilization of Budget. 12. DG set maintenance, consumption of oil and log book maintenance etc. 13. Current status of survey/ write off action for old & obsolete items lying in stores/ concerned location. 14. Maintenance of asset registers and equipments log books. 15. Insurance coverage of Terminal Building and other valuable Equipments/Assets.
6. Stores & Operation (General & Other)	<ol style="list-style-type: none"> 1. Scrutiny of procurement proposals, 2. Maintenance of Stores ledgers, 3. Status of Survey Reports of old obsolete/non moving stores, 4. Disposal action taken on the items surveyed. 5. Performance, utilization and maintenance of equipments, telephone and related payments. 6. Maintenance of asset registers and equipments log books. 7. Lost & Found items, segregation of yellow & white/ precious metals, its safe custody and status of lost & found reporting with complete details. 8. Status of Physical verification of obsolete, unserviceable items/ stores lying in the Airport and Last survey report with complete details.
7. Commercial	<ol style="list-style-type: none"> 1. Verification of fixation of MRLF in terms of Commercial Manual before tendering. 2. Scrutiny of Tenders from NIT to award of work. 3. Scrutiny of the bills raised with reference to award of work contract agreement. 4. Vouching of actual area in possession of the licensees through system of space audit and ensure timely audit of space as per commercial manual. 5. To ensure that Electricity bills are raised at the current rates and rate charged at par rate paid to electricity department. 6. Periodical review of debtors and confirmation of the balances outstanding from the clients. 7. Non billing/ lack of Agreements 8. SD available vs. O/s dues statement 9. Review of adhoc extensions. 10. Status of space audit done and whether bills are raised as per recent/ current space Audit done. 11. To check pre-award/post-award compliances of tenders/agreement w.r.t. manuals/DoP/agreement. 12. To check leakages of revenue. 13. To check E-Pos system of concessionaires and linkage of reports with billing.

8. Land Management	<ol style="list-style-type: none"> 1. Area of land under possession, mutation and its title deed. 2. Area of land under lease. 3. Physical verification of ramp area allotted to various Airlines & GHA at Airside and excess Area occupied if any by the Airlines/ GHA, complete details must be covered and status of outstanding bills of Excess Ramp & Equipments occupied by the agency/ GHA must be bought out and covered in the report.
9. Motor Transport & Fire Department	<ol style="list-style-type: none"> 1. Procurement of new fire extinguisher, guarantee period, next date of replacement etc. 2. Maintenance of Log Books, History sheet of fire equipment at various locations & periodical maintenance schedule. 3. Insurance coverage of existing vehicles and survey-off the old vehicles.
10. Audit Reports	<ol style="list-style-type: none"> 1. Review of previous Internal Audit, Govt. Audit Reports (Phase Audit) and corrective action/ compliance of assurance given to govt. audit party. 2. Review of Compliances and Space Audit.
11. Legal Cases	<ol style="list-style-type: none"> 1. Pending Legal cases and their present status. 2. Efforts taken to close old cases. 3. Pending cases under PPE Act and their present position. 4. Payments to lawyers are as per approved rates.
12. Statutory Compliance of Taxation Rules & Regulations	<ol style="list-style-type: none"> 1. Compliance with all statutory rules & regulations with particular emphasis on GST/Advance tax/TDS/EPF/ESI/labour cess etc. its deduction, timely deposit and submission of Returns thereof to the concerned Authority. 2. Payment for input services is supported by Registration number etc. of the party. 3. Claims are raised on the parties at prescribed rates in time regarding tax defaults. 4. Timely reconciliation of GSTR 2A with respect to input availed in books of accounts. 5. Timely submission of Annual GST returns i.e. GSTR 9 and GSTR 9C as applicable. 6. Compliance with income tax laws as prescribed from to time.
13. General	<ol style="list-style-type: none"> 1. Compliance of guidelines on the Implementation of Official Language (Hindi). 2. Statutory compliance in respect of contract labour under the provision of EPF and Miscellaneous Provision Act, 1952 in respect of contracts. 3. Compliance of the various manual and provisions on the subject. 4. Details of equipments/assets lying idle or not commissioned after receipt, resulting in expiry of warranty. 5. Insurance coverage of assets. 6. Lost and found items and action taken – Committee formation for Yellow Metal, deposit of Currency with Finance, safe custody disposal as per policy. 7. Adequacy of control for prevention and detection of fraud.

	8. Recommendation on effective Internal Financial Control of CHIAL as approved by competent authority.
14. Imprest	<ol style="list-style-type: none"> 1. Vouching of payments under imprest 2. Delay in adjustment of special imprest. 3. Amount of imprest is more than the utilized and infrequent recoupment. 4. Updated imprest cash account.

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