

1. ABOUT THE COMPANY

Chandigarh International Airport Limited (CHIAL), a joint venture company incorporated under Companies Act, 2013 by Airports Authority of India (a Public Sector Undertaking) in association with Punjab Government through Greater Mohali Area Development Authority (GMADA) and Haryana Government through Haryana Shehri Vikas Pradhikaran (HSVP) to operate and maintain Chandigarh International Airport which has come up with 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 (approx.). The new International Airport is operational from October 19, 2015.

2. NOTICE INVITING E-QUOTATION

E-Quotations are invited through the e-tendering portal by Chief Executive Officer, Chandigarh International Airport Limited on behalf of Chandigarh International Airport Limited (CHIAL), Chandigarh (Mohali Side) for the work “**Appointment of Cost Accountant firm for conducting Cost Audit of Chandigarh International Airport Limited**” with minimum fee of **Rs. 49,300** (Rupees Forty Nine Thousand Three Hundred only) Including GST for the financial year 2023-24.

The Quotation process is online at e-portal URL address <https://etender.aai.aero/irj/portal> or www.aai.aero. Aspiring bidders may go through the Quotation document by “Guest User” login.

Prospective bidders are advised to get themselves acquainted for e-tendering participation requirement at “Guidelines for bidders”, and register themselves at AAI e-tendering portal, obtain ‘User ID’ & ‘Password’ and go through the ‘Self Help Files’ available in the Home Page after log in to the portal <https://etender.aai.aero/irj/portal> or www.aai.aero. 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. The bidder may also take guidance from AAI Help Desk Support.

Any queries/clarifications shall be made through “Queries and Replies” section and same shall be replied/ clarified in “Queries and Replies” section or Public folder (Amendments/Corrigendum) section. No queries/clarifications shall be entertained after wards.

3. MODE OF SUBMISSION OF E-QUOTATION

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

CRITICAL DATA SHEET

Publish Date	Date 05.09.2023 at 1800 hrs.
Bid Document Download / Sale Start Date	Date 05.09.2023 from 1830 hrs.
Clarification Start Date	Date 05.09.2023 from 1830 hrs.
Clarification End Date	Date 08.09.2023 upto 1800 hrs.
Bid Submission Start Date	Date 05.09.2023 from 1830 hrs. onwards
Bid Submission End Date	Date 13.09.2023 upto 1800 hrs.
Bid Opening Date (Envelope- I)	Date 15.09.2023 at 1500 hrs.

Bid Opening Date (Envelope- II)	Date 15.09.2023 at 1600 hrs.	
Bid Opening Date (Envelope- III)	Date 19.09.2023 at 1500 hrs.	
Earnest Money Deposit (EMD)	Rs. 2,000/- through NEFT/ RTGS/ IMPS in the following bank account :	
	Name of the A/c	Chandigarh International Airport Limited
	Account No.	50200045008946
	IFSC Code	HDFC0000450
	Branch Name & Address	HDFC Bank Ltd., SCO 382, Sector 37 – D, Chandigarh

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

The bidder shall submit their application only at e-portal. Bidders are advised to follow the instruction provided in the bid document for online submission of bids. Bidders are required to upload the digitally signed file of Unconditional Acceptance of CHIAL's Tender Conditions along with scanned copy of proof of payment in the form of NEFT/ RTGS/ IMPS for EMD in the "PQQ Folder" in Technical Bid/Attachment Section in the portal. 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.

Envelope-II (Technical bid):-

Qualifying requirements of Professional/Firms:-

- (i) Practicing Cost Accountants having 5 years of existence as on date have to submit Registration Certificate i.e. registration with the Institute of Cost Accountants of India (ICAI).
- (ii) Client experience certificates held by the firm in support of providing professional services in the field of Cost Audit of Central Govt./State Govt./ Public Sector Undertakings for at least a period of two years in any of the last five completed financial years.
- (iii) The applicant firm should have at least two (02) partners.
- (iv) Agencies/Firms should have GST Registration No.
- (v) Unconditional Acceptance Letter as per Annexure-I.
- (vi) Declaration regarding Blacklisting/Debaring of firm as per Annexure-II.
- (vii) Undertaking for GST compliance as per Annexure-III.
- (viii) Declaration stating that, none of his relative is working with CHIAL as per Annexure-IV.
- (ix) Detail of CMA Partners/ Employees & Experience of Cost Audit as per annexure-V
- (x) Check-List as per Annexure-VI and declaration that documents submitted are true and correct.

Envelope-III:- The Financial e-Bid shall be submitted in "Items" section of e-tendering portal.

4. Following will be the basis for the selection and the selection will be made on the basis of attainment of highest rank:

The total marks obtained by the bidder in the technical bid shall be allocated 20% of technical weightage and the financial bids shall be allocated 80% of the financial weightage and thereby making a total of 100% weightage for complete bidding.

STAGE-1-TECHNICAL EVALUATION					
Quality Criteria					
S.No.	Parameter	Selection criteria	Basis of Marks	Point(s) per criteria	Max Marks
1.	Firms Experience	Year of Establishment of Firms since date of registration with the Institute of Cost Accountants of India as on date of submission of tender	More than or equal to 10 No. of completed Year since Firm's Registration in the present name	5 marks	5
			Less than 10 No. of completed Year since Firm's Registration in the present name	3 marks	
2.	Partners/ Employees in the Firm	Member of Institute of Cost Accountants of India as on date of submission of tender	More than or equal to 5 members	5 marks	5
			Less than 5 Members	3 marks	
3.	Experience in cost audit of Central Govt./State Govt./ Public Sector Undertakings	No. of Companies Audited (completed financial years will be considered)	More than or equal to 5 companies	5 marks	5
			Less than 5 Companies	3 marks	
4.	Head Office of the Firm	If in Chandigarh, Panchkula or Mohali i.e. tri-city		5 marks	5
		Other than above mentioned places		3 marks	
TOTAL MARKS					20

NOTES:

1.	Documentary evidences for
Criteria 1	Registration Certificate of firm,
Criteria 2	Membership Certificate & COP of Members/ partners respectively
	Details on Letter head of the company are required to be submitted.
Criteria 3	Copy of experience certificate for successful completion of Cost Audit issued by the respective companies is required to be submitted.
Criteria 4	Copy of proof of Head office of firm duly attested must be attached.
	Firms are required to fill in required details regarding their organization set up based on above parameters.

STAGE 2: TECHNICAL SCORE

Bidder Details	Technical Bid Marks (TBM)	Technical Score (TBM/20*100)

Illustration 1: Technical Score

If a bidder has secured 15 marks out of 20 marks in technical evaluation after following stage-1, his technical evaluation value shall be: 75 score ($15/20*100$)

STAGE 3: FINANCIAL BID EVALUATION

Bidder Details	Financial Bid Amount

STAGE 4: CONVERSION OF FINANCIAL BID TO SCORE

Bidder Details	Financial Bid Amount	Financial Score (LFB/QA*100)

LFB = Lowest financial Bid,
QA =Quoted Amount

STAGE 5: COMBINED TECHNICAL AND FINANCIAL SCORE (CTFS) WITH WEIGHTAGE 20:80 (Technical: Financial)

Bidder Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the bidder

Illustration 2:

If the bidder at Illustration 1 is L-1 Bidder is L-1 bidder and quoted Rs. 500/- for being L-1, then his Financial bid score will be 100.

Now Technical Score is 75 and Financial Bid Score is 100. Now combined total score of technical and financial bid is 95 score { $15(\text{Technical bid} = 75*20\%) + 80(\text{Financial Bid} = 100*80\%)$ }

Illustration 3:

If the bidder at Illustration 1 is L-2 Bidder and he quoted 625/- & L-1 has quoted Rs. 500. Therefore the financial score will be 80 ($500/625*100$).

Now Technical Score is 75 and Financial Bid Score is 80. Now combined total score of technical and financial bid is 79 score { $15(\text{Technical bid} = 75*20\%) + 64(\text{Financial Bid} = 80*80\%)$ }.

- The firms securing highest rank on above mentioned quality criteria in selection system shall be considered for appointment as Cost Auditor for FY 2023-24.
- In case of a tie, the following sequence shall be adopted for selection:
 - Firm having higher no. of years of firm's registration with the Institute of Cost Accountants will be considered.
 - If again gets tie, then firm with a higher number of Members of the Institute of Cost Accountants in the firm will be considered.
- Proposals without the required documentary evidence(s) shall be ignored for evaluation.

5. BIDS OPENING PROCESS

Envelope-I: Envelope-I opening date shall be as mentioned in **CRITICAL DATA SHEET**.

(Envelope-I shall contain scanned copy of proof of payment of 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. (Envelope-II shall contain scanned copy of check-list as per Annexure-VI 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, scanned copy of undertaking on GST and Declaration stating that, none of his relative is working with CHIAL) .

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 e-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**.

6. CHIAL reserve the right to verify the credential submitted by the agency at any stage (before or after award of 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:

The agency shall be liable for debarment from tendering in CHIAL, apart from any other appropriate contractual/legal action.

7. 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.
8. Consortium /JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

9. SCOPE OF WORK:

Detailed scope of work shall be as under:

- i. To Carry out Cost Audit of the Company in accordance with the provisions of Section 148 of the Companies Act, 2013 and provisions of the Companies (Cost Records and Audit) Rules 2014 as amended from time to time. Cost Audit shall be in adherence to the relevant orders/clarification issued by Cost Audit Branch, Ministry of Corporate Affairs, Govt. of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India, from time to time.
- ii. Cost audit team should consist of adequate number of qualified/semi-qualified assistants (Cost Accountants) led by a senior partner of the Firm so as to be commensurate with cost audit work requirements.
 - a. Verification and certification of cost records maintained by the Company as per Companies (Cost Records and Audit) Rules, 2014.
 - b. Verification and certification of annexure to the cost audit report.

- iii. Cost audit firm so appointed shall commence cost audit and submit report as per Companies (Cost Records and Audit) Rules within the time schedule communicated by the Company.
- iv. Lead Cost Auditor shall also work for conversion of Consolidated Cost Audit Reports in XBRL mode, filling the same with Central Government and other associated works at Corporate Office, Mohali at his own cost/no extra charges will be paid for the said work.
- v. Compliance with any other instruction issued in respect of cost audit under Companies Act, 2013.
- vi. Attending formal meetings with the Company management, Board of Directors of the Company in connection with the Cost Audit Work.

8 COMPLIANCES / DECLARATIONS /CERTIFICATES BY FIRM(S) ON APPOINTMENT

- i. The Cost Audit Firm shall not sub-contract the assigned cost audit work.
- ii. The cost audit team shall work in strict confidence and shall ensure that the cost data, cost statement and cost information and any other information in respect of the Company is dealt with in strict confidentiality and secrecy.
- iii. Assigned Cost audit work shall be completed within time frame specified by the Company.
- iv. No partner of the cost audit firm should be related to either Chairman and Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013.
- v. Neither the cost audit firm nor its partner(s) or associates should have any interest in the business of the Company.
- vi. The cost auditor will be required to submit a certificate that:
 - a. the firm is eligible for appointment and is not disqualified for appointment under the Companies Act 2013, the Cost and Works Accountants Act, 1959 (23 of 1959) and the rules or regulations made there under;
 - b. the firm satisfies the criteria provided in section 141 of the Companies Act 2013, so far as may be applicable;
 - c. the proposed appointment is within the limits laid down by or under the authority of the Companies Act 2013; and
 - d. The list of proceedings against the cost auditor or audit firm or any partner of the audit firm pending with respect to professional matters of conduct, as disclosed in the certificate, is true and correct.
- vii. If appointed, Cost audit firm(s) shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 are not violated.
- viii. The cost audit firm(s) shall be free from any disqualification under the Companies Act, 2013. In addition to this, the cost audit firm(s) must not be holding any assignment of physical verification or Internal Audit of CHIAL.
- ix. The partners holding Certificate of Practice issued by Institute of Cost Accountants of India are in whole time practice.
- x. The Cost auditor shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

9 DEBARRING PROVISIONS

The Audit Firm will be debarred from getting, in future, the Cost audit of CHIAL:

- i. If the Firm obtains the appointment on the basis of false information/misstatement.
- ii. If the Firm does not take up audit in terms of appointment letter.
- iii. If the Firm fails to maintain/honour confidentiality and secrecy of the Company's cost data, cost statement and cost information.
- iv. If the Firm fails to comply with any of condition laid down above.

11. TERMS OF PAYMENT

The Company shall pay to the professional firm in the following manner:

- a) All payments will be made by E-payment/Electronic Money Transfer (RTGS) in to the professional firm account/bank, by Finance Dept., Chandigarh International Airport Ltd. (Mohali side) after completion of cost audit and filing of cost audit report in XBRL mode with the Ministry of Corporate affairs.
- b) Full payment will be released on production of valid tax invoice after completion of the work as said above after deduction of statutory taxes as applicable.
- c) No TA/DA/Out of pocket Expenses/ any other expense shall be paid apart from fees as quoted by the firm in financial bid.

12. ARBITRATION

In the event of any dispute or difference arising between parties, the matter shall be referred to the Chairman, CHIAL who may act as sole arbitrator or may appoint any other person as sole arbitrator and the arbitrator proceedings shall be held at Chandigarh/Mohali. For legal Jurisdiction only the courts in Chandigarh/Mohali shall have the Jurisdiction.

13. The acceptance of e-Quotation will rest with Chief Executive Officer, Chandigarh International Airport Limited, who does not bind himself to accept the lowest quotation and reserves all rights/ authority to reject any or all quotations without assigning any reasons thereof. The quotation in which, any of the prescribed conditions are not fulfilled or are incomplete in any respect are may be liable to rejection.
14. Any canvassing in connection with quotation is strictly prohibited and the quotations submitted by the professionals who resort to canvassing are liable to be rejected.
15. The quotation for works shall remain open for acceptance till the date of opening of the quotation. If any professional withdraws his quotation before the said period or makes any modification in the terms and conditions of the quotation which are not acceptable to the Company, then the Authority (CEO, CHIAL or his representative), shall without prejudice to any other right or remedy, be at liberty to Black List the professional firm for minimum 2 (two) years for participation in any of CHIAL's tender/quotation.
16. 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.

**Chief Executive Officer
Chandigarh International Airport Limited
Chandigarh**

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

Date:

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

ACCEPTANCE OF CHIAL'S NIQ CONDITIONS

Sir,

1. The documents for the work "**Appointment of Cost Accountant Firm for conducting Cost 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 NIQ 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 conditions of CHIAL's NIQ documents in its entirety for the above work.
3. The contents of Notice Inviting quotation of the Document have been noted wherein it is clarified that after unconditionally accepting the 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. The required Earnest Money of Rs. _____/- (Rupees _____ only) for the above mentioned work has been submitted in form of RTGS/ NEFT/ IMPS and the scanned copy of proof of payment is attached herewith.
6. 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, apart from any other appropriate/Legal action".

Thanking you,

Yours faithfully,

Date:

(Signature of the Bidder)
With rubber stamp

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

(ON THE LETTER HEAD OF THE FIRM)

1. Details of CMA Partners/Employees in the Cost Audit Firm

S.No.	Name of the Partner/ Employee	Membership No.	Partner/ Employee	Full Time (Yes/ No)	Date of joining the firm

2. Detail of Experience of Cost Audit

S.No.	Name of the Company	Financial year for which cost audit has been completed	Central Govt./State Govt./ Public Sector Undertakings	Experience Certificate attached (Yes/ No)

**Signature with Stamp of
Authorized Signatory of the Firm**

Place:

Date:

Annexure – VI

CHECKLIST
(TO BE SUBMITTED IN ENVELOPE II)

Name of work: Appointment of Cost Accountant Firm for conducting Cost Audit of Chandigarh International Airport Limited, Mohali		
1	Firm Registration Certificate along with the registration certificate issued by the institute of ICAI	Copy enclosed (Yes/No)
2	Client experience certificates held by the firm in support of providing professional services in the field of Cost Audit of Central Govt./State Govt./ Public Sector Undertakings	Copy enclosed (Yes/No)
3	GST Registration Certificate	Copy enclosed (Yes/No)
4	Declaration regarding Blacklisting/Debarring of firm (as per Annexure II)	Copy enclosed (Yes/No)
5	Undertaking for GST compliance (as per Annexure III)	Copy enclosed (Yes/No)
6	Declaration stating that, none of his relative is Working with CHIAL (as per Annexure IV)	Copy enclosed (Yes/No)
7	Detail of Partners/ Employees in the cost audit firm & Experience of Cost Audit (as per annexure V)	Copy enclosed (Yes/No)
8	Proof of Branch office of the Cost Audit Firm	Copy enclosed (Yes/No)
8	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, 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**