

**AIRPORTS AUTHORITY OF INDIA**  
**INTERNAL AUDIT DEPARTMENT**

FA/IA/Audit Plan/33/2015-16

September 9, 2015

**SUBJECT : NOTICE FOR INVITING FINANCIAL BID FROM THE TECHNICALLY QUALIFIED CA/CMA FIRMS (AS PER ANNEXURE I, II & III) FOR INTERNAL AUDIT FOR THE YEAR 2015-16 in r/o (1) SOUTHERN REGION (RHQ,CHENNAI) (2) CHENNAI AIRPORT (3) BHUBANESWAR AIRPORT AND (4) LUCKNOW AIRPORT.**

Your Firm's registration and user ID is required for your participation in financial Bid of EOI for the above subject. The Firm, who have already registered, is not required again for the registration. Kindly register your firm at <https://etender.aai.aero/irj/portal> by 18th September 2015 positively. All the participating Firms must convey the USER ID to this office through email at [spandey@aai.aero](mailto:spandey@aai.aero) so that the Firms can participate in the Financial Bid which is available up to 1530 hours of 22<sup>nd</sup> September 2015 and the same will open at 1600 hours on 22<sup>nd</sup> September 2015. In case of any assistance, kindly contact BID MANAGER Mr. S. Pandey, AGM(Fin), Phone No. 011-24645344 and email id : [spandey@aai.aero](mailto:spandey@aai.aero).

Encl: Annexure I, II & III.

(M. RAVI VARMA)  
**General Manager (F&A) – IA**  
**Email:mrvarma@aai.aero**

## ANNEXURE-I

### LIST OF EMPANELLED FIRMS IN AAI FOR INTERNAL AUDIT IN R/O SOUTHERN REGION (RHQ,CHENNAI) & CHENNAI AIRPORT FOR THE YEAR 2015-16

#### S.NO.      NAME OF FIRMS

1. B.N.MISHRA & CO, CHENNAI AIRPORT [bnmisraco@yahoo.co.in](mailto:bnmisraco@yahoo.co.in)
2. A R DAS & ASSOCIATES SR, ardsys2002@rediffmail.com
3. ANATHAN & SUNDARAN CHENNAI AIRPORT [ananthan\\_sundaram@hotmail.com](mailto:ananthan_sundaram@hotmail.com), 0471-2491601
4. V.SENTHILNATAN & CO., SR [aksegar@gmail.com](mailto:aksegar@gmail.com) **044-42057597**
5. C.K.PRUSTY & ASSOCIATES, CHENNAI AIRPORT, [subhashree.kanungo@gmail.com](mailto:subhashree.kanungo@gmail.com)
6. ANAND & PONNAPAN SR, CHENNAI AIRPORT [aandpchennai@gmail.com](mailto:aandpchennai@gmail.com)
7. T.PATTABIRAMEN & CO SR, CHENNAI AIRPORT [paracait@gmail.com](mailto:paracait@gmail.com) 9444048811
8. P CHANDRA SEKHAR CHENNAI AIRPORT [partner@pchandrasekar.com](mailto:partner@pchandrasekar.com) 9874444660, 080-25585443
9. G.C.DAGA & CO SR, CHENNAI AIRPORT [cagcdaga@gmail.com](mailto:cagcdaga@gmail.com) 9962869428, 25366788, 25367422
10. ELANGO VAN & CO SR, [elangovandco@gmail.com](mailto:elangovandco@gmail.com), 9843064444
11. A V DEVAN & CO SR, CHENNAI AIRPORT [avd3@vsnl.com](mailto:avd3@vsnl.com) 09841016592., 044-24743394
12. N.RAJA & ASSOCIATES SR, 044-28150485, 044-28153458
13. MAHARAJ N R SURESH SR, [nemalola@gmail.com](mailto:nemalola@gmail.com), [nsuresh@mnr.co.in](mailto:nsuresh@mnr.co.in)
14. J.SINGH & ASSOCIATES CHENNAI AIRPORT [jsingh@bom5.vsnl.net.in](mailto:jsingh@bom5.vsnl.net.in)

Mob:9821240794

**LIST OF OF EMPANELLED FIRMS IN AAI FOR INTERNAL AUDIT AT BHUBANESWAR AIRPORT FOR THE YEAR 2015-16**

<b><u>Sl. No.</u></b>	<b><u>N a m e   o f   Firms</u></b>
1.	SRB ASSOCIATES - <a href="mailto:srbbsr@rediffmail.com">srbbsr@rediffmail.com</a> ,0674-2541043,0674-2545880
2.	BAJORIA & COMPANY - <a href="mailto:bajoriaca@rediffmail.com">bajoriaca@rediffmail.com</a> 919437022103,0671-2416168
3.	M RAGHUNATH <a href="mailto:info@mraghunathco.in">info@mraghunathco.in</a> ,9432367650,033-22305574
4.	B N MISHRA & CO - <a href="mailto:bnmisraco@yahoo.co.in">bnmisraco@yahoo.co.in</a>
5.	SINGH RAY & MISHRA, - <a href="mailto:srmdelhi@rediffmail.com">srmdelhi@rediffmail.com</a> ,
6.	D K CHAJJER &CO - <a href="mailto:dkchhajer@gmail.com">dkchhajer@gmail.com</a>
7.	MIR&ASSOCIATES - <a href="mailto:mirasso786@gmail.com">mirasso786@gmail.com</a>
8.	OM KEJRIWAL & CO - <a href="mailto:omkandco@gmail.com">omkandco@gmail.com</a> , <a href="mailto:manashi@omkandco.com">manashi@omkandco.com</a> , <a href="tel:0674-2397227">0674-2397227</a> , <a href="tel:0674-2397025">0674-2397025</a>
9.	MKPS& ASSOCIATES - <a href="mailto:mkps1952@gmail.com">mkps1952@gmail.com</a> ,,9415022216

## ANNEXURE-III

### LIST OF OF EMPANELLED FIRMS IN AAI FOR INTERNAL AUDIT AT LUCKNOW AIRPORT FOR THE YEAR 2015-16

#### Sl. No.      Name of Firms

1. LAXMI TRIPTI ASSOCIATES [laxmitriпти@rediffmail.com](mailto:laxmitriпти@rediffmail.com) (MOB.NO.)8462033333
2. RAMA K GUPTA [ramakantgupta@yahoo.com](mailto:ramakantgupta@yahoo.com),[rkg\\_ca1989@yahoo.in](mailto:rkg_ca1989@yahoo.in),9425112778
3. NAWAL KISHORE & CO [nkg\\_ca@yahoo.com](mailto:nkg_ca@yahoo.com),[kksinha@gmail.com](mailto:kksinha@gmail.com), 9415406255,9310222328
4. S SRIVASTAVA &CO [ssoffice33@gmail.com](mailto:ssoffice33@gmail.com)Mob:-9839101533,8960533533,8960005533
5. VINAY NAVEEN& CO [vncgzb@gmail.com](mailto:vncgzb@gmail.com) ,9910691575
6. K D SHUKLA &CO [kdshuklaandco@gmail.com](mailto:kdshuklaandco@gmail.com),9839307144,0512-2540118
7. R M LALL & CO [rml.gzb@gmail.com](mailto:rml.gzb@gmail.com) Tel.:- +91-120-4102317, 4103030, 4320264,0522-4043793
8. AVINASH K RASTOGI & ASSOCIATES email [avanishca@yahoo.com](mailto:avanishca@yahoo.com)0522-2207756 Mob: 9839314918
9. AKGS & ASOCIATES [cajpsaha@gmail.com](mailto:cajpsaha@gmail.com)
10. ASIJA & ASSOCIATES [asija.associates@icai.org](mailto:asija.associates@icai.org)Tele Fax : 0522-4004652,2205072
11. S N KAPOOR &ASSOCIATES [suyash\\_kapur@yahoo.com](mailto:suyash_kapur@yahoo.com)Ph. +919839211549
12. RAMESH C AGGRAWAL&CO [rca123@gmail.com](mailto:rca123@gmail.com)0532-2260099
13. VIVEK MITTAL & ASSOCIATES [vivekmittalgzb@yahoo.co.in](mailto:vivekmittalgzb@yahoo.co.in) 9810197960
- 14.KISHORE& KISHORE,011-23277041,23281035
- 15.HABIBULLAH&CO [info@hcoca.com](mailto:info@hcoca.com),,0551-2334617
- 16.V KHANNA & CO [khannavk@gmail.com](mailto:khannavk@gmail.com)09839079576
- 17.C K PRUSTY & ASSOCIATES [subhashree.kanungo@gmail.com](mailto:subhashree.kanungo@gmail.com)
18. T.NAGAR &CO [nagar.tushar@gmail.com](mailto:nagar.tushar@gmail.com), [tnagarco2004@gmail.com](mailto:tnagarco2004@gmail.com),9839021599
19. JAISWAL SINGH & CO,[jaiswalsinghandco@gmail.com](mailto:jaiswalsinghandco@gmail.com),0512-2332946,9415077982
- 20.N.C.MITTAL& CO [info@ncmittalandco.com](mailto:info@ncmittalandco.com),[ncmittalandco@yahoo.com](mailto:ncmittalandco@yahoo.com)
- 21.ANOOP AGGRAWAL & CO,[caanoopagarwal@gmail.com](mailto:caanoopagarwal@gmail.com),0551-2260693
- 22.MARKS& ASSOCIATES,09415022216
- 23.O P TULYSAN & CO [optdelhi@gmail.com](mailto:optdelhi@gmail.com),9871072161
- 24.SANDEEPSHAH,[sandeep\\_shah@yahoo.com](mailto:sandeep_shah@yahoo.com),9336912091,0542-2501108

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September 9, 2015

**SUBJECT : NOTICE FOR INVITING FINANCIAL BID FROM THE TECHNICALLY QUALIFIED CA/CMA FIRMS AS PER ANNEXURE I, II & III ATTACHED FOR INTERNAL AUDIT FOR THE YEAR 2015-16 IN R/O (1) SOUTHERN REGION (RHQ,CHENNAI) (2) CHENNAI AIRPORT (3) BHUBANESWAR AIRPORT AND (4) LUCKNOW AIRPORT.**

This has reference to Expression of Interest (EOI) for empanelment of CA / CMA Firms for internal audit for the year 2015-16. The Competent Authority has decided to call for Financial Bid from those firms (47 Nos.) who have been technically qualified against the Airports/Stations as shown in the AAI site (Please see Annexure I, II and III) and who have registered in AAI e-portal and got User ID and Password accordingly based on our e-mail dated 09.09.2015 to all the technically qualified Firms. The Financial Bid Format has been devised to facilitate the participating firms to quote their competitive professional fees and other components for the stations as given in respective list. The maximum limits of conveyance mentioned in lump sum for different category of airports in Expression of Interest (EOI) needs to be adhered to while quoting the amount of conveyance. Accordingly, the arrangements have been made to ensure the financial quotes in the prescribed format which will follow through e-tendering. Therefore, the relevant procedure to be followed for e-tendering of Financial Bid is as under:-

This Financial Bid is called through the electronic tendering process and can be downloaded from the e-tender portal of AAI with URL address <https://etender.aai.aero/irj/portal>. A copy of the Financial Bid Format is also available on AAI website [www.aai.aero](http://www.aai.aero). Please note that the submission of the tender is only through the e-tender portal <https://etender.aai.aero/irj/portal>. The Financial bid will not be accepted in any other form. Further it may be noted that Financial bids are duly submitted on e-tender portal shall only be final and Financial bids just saved without submission will not be available to the evaluation committee. Bidders are requested to go through **“Guidelines to bidders”, “Self help files” & “FAQ’s & system setting”** links available on the login page of the e-tender portal for guidelines, procedures & system requirements. In case of any technical difficulty, bidders may contact on the following help desk numbers & email ids.

**(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://etender.aai.aero/irj/portal>. 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	e-sap1@aai.aero	011-24626632 08510096161 <b>011-24632950,</b> <b>Ext-3512</b>	0800-1600 Hrs. (MON - SAT)
				011-24626632 08510096363 <b>011-24632950,</b> <b>Ext-3512</b>	1100-1900 Hrs. (MON - SAT)
2.	Mr.Sanjeev Kumar Jr.Exe.(IT)	After 4 Hours of Issue	etendersupport@aai.aero	<b>011-24632950,</b> <b>Ext-3505</b>	0930-1730 Hrs. (MON-FRI)
3.	Mrs. S. Nita Sr. Mgr.(IT)	After 12 Hours	snita@aai.aero	<b>011-24632950,</b> <b>Ext-3523</b>	0930-1730 Hrs. (MON-FRI)
4.	Mr. A.K.Sharma Jt. General Manager(IT)	After 24 Hours	saniruddha@aai.aero	<b>011-24647596</b>	0930-1730 Hrs. (MON-FRI)
5.	General Manager(IT)	After 03 Days	gmitchq@aai.aero	<b>011-24657900</b>	0930-1730 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.
- d. All the technically qualified CA/CMA firms are requested to register in AAI e-tender portal and digital signature of Class III that includes (a) signing and (b) encryption within 22.09.2015 (1530 hrs) and the same will be opened on 22.09.2015 at 1600 hours. In case of any difficulty, please contact above mentioned person/personnel.
- e. The maximum fees for the above audit work will be paid as follows :-

1. SR (RHQ, Chennai)/Chennai Airport      Rs. 1,92,500/- + Service Tax  
(as applicable) + Conveyance Rs.13,500/-
2. Bhubaneswar Airport                              Rs.44,000/- + Service Tax  
(as applicable) + Conveyance Rs.3,300/-
3. Lucknow Airport                                      Rs.88,000/- + Service Tax  
(as applicable) + Conveyance Rs.6,600/-

**General Manager (F&A) - IA**

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**FINANACIAL BID FORMAT**

1. NAME OF THE FIRM : \_\_\_\_\_  
2. ADDRESS( HEAD OFFICE) : \_\_\_\_\_  
: \_\_\_\_\_  
Phone No. : \_\_\_\_\_  
e-mail id : \_\_\_\_\_  
Service Tax Registration Number : \_\_\_\_\_

**3. AMOUNT QUOTED FOR THE YEAR 2015-16 FOR THE STATION(S) AS UNDER:**

* (a) NAME OF THE AIRPORT/STATION	1. _____	2. _____	3. _____
** (b) RATE (excluding service tax)	1. _____	2. _____	3. _____
*** (c) OTHER CHARGES	1. _____	2. _____	3. _____
(d) TOTAL (b)+(c)	1. _____	2. _____	3. _____
(e) TOTAL AMOUNT : QUOTED IN WORDS	1. _____	2. _____	3. _____
	_____	_____	_____
	_____	_____	_____

**P.S. : Service Tax (as applicable) will be paid as per the Service Tax Rules provided the Firm is having valid Service Tax Registration Number.**

(\* ) THE AIRPORT /STATION CHOOSEN SHOULD HAVE THE HEAD OFFICE OR BRANCH OFFICE OF THE FIRM LOCALLY ESTABLISHED.

(\*\* ) KINDLY QUOTE THE PROFFESIONAL FEES IN RATE COLUMN

(\*\*\*) KINDLY QUOTE THE CONVEYANCE CHARGES IN THE OTHER CHARGES COLUMN. IF NO CONVEYANCE CHAREG IS QUOTED, IT WILL BE ASSUMED AS NIL CHARGES. NO OTHER EXPENSES OTHER THAN LOCAL CONVEYANCE AS PER 3(c) SHALL BE REIMBURSED .

PLACE: \_\_\_\_\_

DATE: \_\_\_\_\_

(SIGNATURE)  
(AUTHORISED SIGNATORY)  
NAME WITH SEAL

