

**National Aviation Security Fee Trust (NASFT)
(A Govt.of India Trust)
Rajiv Gandhi Bhawan, New Delhi -110003**

Tender ID-2020_AAI_55939_1

DRAFT BID Document

E-Tender for Appointment of a CA/CMA firm for conducting internal audit of NASFT activities for the period from 01/07/2019 to 31/03/2021.

Due Date & Time for online submission up to -15:00 Hours on 08/09/2020.

Due Date & Time of BID Opening at 16:00: Hours on 09/09/2020.

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IMPORTANT POINTS TO NOTE

E-TENDER DOCUMENT NO.	NASFT/20-21/67
TENDER INVITED FOR	E-Tender for Appointment of a CA/CMA firm for conducting internal audit of NASFT activities for the period from 01/07/2019 to 31/03/2021.
NON REFUNDABLE TENDER FEE	Rs.1180/- (Inclusive of GST)
BID SECURITY / EMD	50000/-
VALIDITY OF THE TENDER	90 days from the due date for submission of tender
PUBLISHING OF TENDER DOCUMENTS ON WEBSITE	25/08/2020
PERIOD OF DOWNLOADING BIDDING DOCUMENT	26/08/2020 to 08/09/2020
START DATE & TIME FOR ONLINE SUBMISSION OF BID	26/08/2020 from 1100 Hrs.
END DATE & TIME FOR ONLINE SUBMISSION OF BID	08/09/2020 upto 1500 Hrs.
TIME & DATE OF OPENING OF TECHNICAL BID	09/09/2020 at 1600Hrs.
TIME & DATE OF OPENING OF PRICE BID	17/09/2020 (Tentative)
PLACE OF OPENING OF TECHNICAL BID	National Aviation Security Fee Trust (NASFT) (A Govt.of India Trust) , Room No-202, A Block, Rajiv Gandhi Bhawan, New Delhi -110003 Phone No- 011-24632950 (Ext No-2117)
For further details please visit	www.aai.aero

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NOTICE INVITING ONLINE TENDER

- 1.1 Online tenders through **e-tender portal** are invited by National Aviation Security Fee Trust (NASFT) (A Govt.of India Trust) from interested chartered Accountant/Cost Accountant firms for conducting internal audit of NASFT activities at 21 locations (as per format-v) for the period 01/07/2019 to 31/03/2021.
- 1.2 The tender document is made available through **e-tender portal** and open for downloading from **26/08/2020 to 08/09/2020_at** AAI's official website www.aai.aero and **CPP Portal** <https://etenders.gov.in/eprocure/app>
- 1.3 The tender document consists of two volumes -Volume-I Technical Bid (all Technical documents) and Volume-II – Price Bid.
- 1.4 The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.
- 1.5 The cost of the tender document is Rs.1180/- (Inclusive of GST) which is to be deposited by way of RTGS/NEFT to NASFT bank account as per the details given in section-III para-3. Scanned copy of the RTGS/NEFT challan for the amount remitted in respect of tender fee is to be submitted in the technical Bid. This tender fee is non-refundable.
- 1.6 The Bid security (EMD) **as per Clause 3 of Section-iii** shall be paid as described in the Tender Document.
- 1.7 The offer (both Techno & Commercial) must be valid for a minimum of 90 days from the last date of online submission of offer; otherwise the offer shall be rejected as non-responsive.
- 1.8 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in **Section-ii Volume I Technical Bid** and bidders are advised to submit below mentioned documents to qualify for the award of the contract.
 - a. The bidder should submit self-declaration in the covering letter (Format-I) stating that the bidder has not been blacklisted/debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.
 - b. All the documents required to meet the eligibility criteria, as per Format- I& Format-III of Section-vi along with relevant documents, in the Tender Document – Technical Bid shall be uploaded through e-procurement portal after scanning in **.pdf** format. The tenderer may submit Self attested copies of the documents. The tenderer has to produce the original documents for verification before issuing letter of award.

- 1.9 NASFT reserves the right to accept or reject any tender without assigning any reason thereof.
- 1.10 The prospective tenderer shall submit queries, if any, through e-tendering portal addressed to the Managing Trustee, NASFT , New Delhi in connection with this tender well in advance, not later than 2 (two) working days prior to the deadline for submission of tenders, so that the queries can be clarified. The bidders' queries will be clarified through e-procurement portal and if necessary the pre-bid meeting will held be at the Office of the Managing Trustee, National Aviation Security Fee Trust, A Block, Rajiv Gandhi Bhawan, New Delhi 110003 and notification in this regard will be issued through www.aai.aero.
- 1.11 The last due date of online submission of offers will be 08/09/2020 **at 1500 hrs.** Unless otherwise notified. In the case of changes in the schedules, Managing Trustee, National Aviation Security Fee Trust, A Block, Rajiv Gandhi Bhawan, New Delhi 110003 **will** notify the same only through AAI website i.e. www.aai.aero.
- 1.12 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

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GENERAL INFORMATION

In reference to the MoCA letter no: AV.13024/659/2015-AS dated 29/06/2019, a trust is formed in the name of “National Aviation Security Fee Trust” (NASFT) to operate and manage Aviation Security Fee funds. National Aviation Security Fund Trust (NASFT) has been created as Public Non-Profit Trust by Ministry of Civil Aviation (MoCA), Govt.of India. NASFT is levying Aviation Security fees and managing of the funds collected such being utilized to discharge its fiduciary duty of providing aviation security services through designated central and /or state security forces at the Airports on PAN India Basis.

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Section I

1. Scope of Work: -

1. Finance & Accounts	<ol style="list-style-type: none"> 1. Vouching of payments on test check basis in respect of Cost of Deployment (COD) payments to security agencies. 2. Vouching of payments on test check basis in respect of Other Expenditure payments made by Airport Operators and later on reimbursed by NASFT to Airports Operators with respect to the contracts executed/Award Letters/Agreements/ Rate Contracts by the Airport Operator with concerned Vendor. 3. Scrutiny of ASF Bills <ol style="list-style-type: none"> (a) Verification of bills raised linking with passenger manifesto provided by concerned Airline Operator and uploaded by Airport Operator. (b) Timely raising of bills. 4. TDS/ any other Tax Certificates, for amount deducted by clients on payments, have been received. 5. TDS/GST codes reconciliations 6. Status of sundry debtors <ol style="list-style-type: none"> (a) Detailed analysis of outstanding dues particularly in r/o Private Airlines, Foreign Airlines & Non-scheduled Airlines etc. which need persuasive action. (b) Confirmation of Balances. (c) Reconciliation with GL balances and adjustment of on account and open items adjustment. 7. Input credit of GST & other taxes is correctly availed, GST related reconciliation & remittances and timely filing of the returns.
2. Cash/Bank Book	<ol style="list-style-type: none"> 1. Reconciliation of bank statement (BRS) with books of accounts. 2. Tax to be paid through E-payment. 3. Un-Authorized debits on Bank Book. 4. Cheques dishonored / Stale Cheques. 5. Confirmation of BG from the concerned Bank and its validation. 6. Payments through electronic modes, RTGs to the extent possible.

3. Statutory Compliance of Taxation Rules & Regulations	<ol style="list-style-type: none"> 1. Compliance with all statutory rules & regulations with particular emphasis on GST/ any other Tax/TDS. Its deduction, timely deposit & 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. 4. Input credit of GST and other taxes is correctly availed. 5. Income tax return to be filed by the trust as applicable.
4. Internal Control System	<ol style="list-style-type: none"> 1. Segregation of duties. 2. Authorization of Transactions. 3. Adequate Documentation. 4. Control in IT System. 5. Adequacy of Supervision. 6. Physical safeguards 7. Adequacy of control for prevention and detection of fraud.
5. System / Procedure	Study the system and procedures and report any Observations / Deviation from system/procedures.
6. Internal Audit of Annual Accounts	Internal Audit of annual accounts of NASFT as on 31/03/2020 and 31/03/2021

2. Period of Completion

- a. Activities relating to Financial Year 2019-20:-** 45 days to be reckoned from 7th day of the date of letter of award.
- b. Activities relating to Financial Year 2020-21:-** Activities can be carried out concurrently and to be completed latest by 30/06/2021.

3. Payment Terms: - Payment of professional Fees + GST thereon will be made for location wise proportionate amount of professional fees quoted on submission of the certified audit report and acceptance of the same by the trust.

4. Liquidated Damages: - Penalty for delay in completion of the work is 1% per week subject to a maximum of 10% of the fee payable for the respective locations.

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Section II

Volume -I Technical Bid

Eligibility Criteria:

The Bidders/ Applicants should fulfill the following eligibility criteria:

Sl No	Eligibility Criteria	Documents to be submitted
1.	The bidder should be CA/CMA firm or LLP of CA/CMA registered in India having an experience of 5 years. The experience will be considered from the date of registration of ICAI/CMA firm with ICAI/ICMAI	Certified copy of CA/CMA partnership firm /LLP registration with ICAI/ICMAI
2.	The Bidder should have minimum 05 (Five) full time qualified CA/CMA as Partners.	List of the partners along with the resume giving the brief details of relevant experience and the membership no. Experience of Partner other than the present firm shall be indicated separately.
3.	The CA/CMA Firm/bidder should have minimum average turnover of Rs. 100 lakhs during last three financial years i.e. 2017-18, 2018-19 and 2019-20.	Audited Balance Sheet & Profit and loss Account duly certified along with income Tax Return.
4.	Experience of minimum five no of internal audit work of central PSU/Govt. Trust during last three financial years (2017-18, 2018-19, 2019-20). Any type Bank/Tax/Special audit experience or any consultancy work will not be considered.	Copy of Award letter issued by central PSU/Govt. Trust.
5.	The bidder should not have been barred/ black listed/ disqualified by any regulators/ statutory body in India.	Self-declaration

Note:

1. Bidders not meeting the above minimum mandatory qualification criteria in all categories shall be outrightly rejected and not considered for any further evolution.
2. The Technical bid prepared by the bidder shall comprise of:
 - (i) Covering Letter & other documents as specified in Format I
 - (ii) Unconditional Acceptance Letter as specified in Format II
 - (iii) Eligibility criteria as specified in Format III along with all documentary evidences.
3. Documentary evidence needs to be submitted duly self-attested by the bidder for each of the eligibility criteria.
4. Detailed technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above.
5. During evaluation of the bids, NASFT may at its discretion ask the Bidders for clarification of their bids, if required.
6. Technical bid of only those bidders will be evaluated whose Eligibility Criteria Documents are found in order.
7. Self-declarations need to be signed by authorized signatory(s).

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Section II

Volume -II Financial Bid Evaluation

Price Bids shall be opened only for technically qualified bidders.

The price shall be firm and inclusive of all applicable taxes & duties **except** GST which will be extra as applicable

While quoting the price, the bidder shall consider all expenses ***including*** travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by NASFT on account of Scope of Work provided in tender. Rate quoted shall be firm & shall not be quoted with price variation clause.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format **(Format -IV)**.

GST is required to be quoted separately in the price bid which is mandatory.

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Section III

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The period of engagement of auditor shall be for two financial year's i.e. 2019-20 and 2020-21 and the same can be extended for another 1 year on satisfactory performance and on the discretion of trust. Further in case of non satisfactory performance during the currency of the contract, the contract may be terminated by the trust by giving notice to the auditor.

2. Payment Terms

Payment of professional Fees + GST thereon will be made for location wise proportionate amount of professional fees quoted on submission of the certified audit report and acceptance of the same by the trust.

3. EARNEST MONEY DEPOSIT (EMD)

The Firm shall submit the Earnest Money Deposit (EMD) for Rs.50000/-The EMD is to be deposited by way of RTGS/NEFT to NASFT bank account as per the following bank details:-

Particulars	Details
Bank Account No	38563014035
Name of Bank	State Bank of India (SBI)
Name of Beneficiary	National Aviation Security Fee Trust.
Bank Address	Sansad Marg, New Delhi.
IFSC Code	SBIN0000691

Scanned copy of RTGS/NEFT challan for the amount remitted in respect of EMD is to be submitted in the technical bid.

The EMD of the successful bidder shall be converted into Security Deposit (SD) and shall be released on successful completion of the contract. No interest shall be paid on EMD/SD deposited by the party.

4. REFUND OF EMD

The refund of EMD to Bidders who fails to qualify the Eligibility / Technical Stage shall be initiated within 7 days of their rejection. For all bidders who qualify and their financial bids are opened, the refund of EMD to all firms except L-1 shall be processed within 7 days after approval of financial bid by Competent Authority.

5. Submission of Tender

COVER - I DETAILS: TECHNICAL BID

The following documents shall be submitted online only:

S.R. No.	Particulars	Page no. of scanned documents
(i)	Scanned copy of the financial instrument submitted in respect of EMD.	
(ii)	Scanned copy of the Certified copy of Registration with ICAI/ICMAI	
(iii)	Scanned copy of the Resume of the partners giving the brief details of relevant experience with membership no.	
(iv)	Scanned copy of Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement/Assessment Order (in any) for the respective years are to be submitted.	
(v)	Scanned copy of award letter issued by central PSU/Govt.Trust	
(vi)	Scanned copy of the Self-declaration as per Format I The bidder should not have been barred/ black listed/ disqualified by any regulators/ statutory body in India	
(vii)	Scanned copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP	
(viii)	Scanned copy of filed Format I, Format II and Format III.	
(ix)	Scanned copy of entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	
(x)	Scanned copy of RTGS/NEFT challan in respect of EMD submitted.	
(xi)	Scanned copy of RTGS/NEFT challan in respect of Tender Fee submitted.	

COVER - II - DETAILS: PRICE BID (BOQ) - Price Schedule

Price should be quoted in the spread sheet file (.xls format) available in e-tender Portal only. Any indication of 'Quoted price' in the online technical bid documents shall lead to rejection of the bid outright. Scanned copy of blank format duly signed shall be uploaded along with Technical bid.

For evaluation purpose, the uploaded offer documents will be treated as authentic and final. The price bid submitted through e-tender mode only will be taken up for the purpose for evaluation. No hard copy shall be submitted for reference purpose.

6. EVALUATION PROCESS:

1) A proposal shall be considered responsive if –

- a) It is received by the proposed Due Date and Time.
 - b) It is Digitally Signed.
 - c) It contains the information and documents as required in the Tender Document.
 - d) It contains EMD.
 - e) It contains information in formats specified in the Tender Document.
 - f) It contained letter of Un-Conditional Acceptance of Company's letter Head.
Letter of Power of Attorney in the name of the person signing on behalf of the Auditor.
 - g) It mentions the validity period as set out in the document
 - h) It provides the information in reasonable detail. The NASFT reserves the right to determine whether the information has been provided in reasonable detail.
 - i) There are no significant inconsistencies between the proposal and the supporting documents.
 - j) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
 - k) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
 - l) The NASFT reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the NASFT in respect of such Tenders.
 - m) The NASFT would have the right to review the Technical Qualification and seek clarifications wherever necessary.
- 2) Since the tender involves selection based on technical criteria, the TIA (Tender Inviting Authority) will examine and seek clarification, if any and list out the firms, which are found technically suitable and Cover-II Price Bid of such tenders only will be opened and EMD will be returned to the disqualified tenderers.
- a) The date and time will be intimated to tenderers whose offers are found suitable and Cover – II of such tenderers will be opened on the specified date and time and time published at e-tender portal.
 - b) The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid.
- 3) The decision of NASFT in all matters regarding appointment of Auditor will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the NASFT in this regard.

7. OPENING OF TENDER

(a) The Technical Bid shall be opened at 16:00 hours on 08/09/2020 in the presence of the interested bidders or their authorized representatives at the following address:-

**Managing Trustee,
National Aviation Security Fee Trust,
Airports Authority of India
A Block, Rajiv Gandhi Bhawan,
New Delhi-110003**

(b) NASFT reserves the right to extend the date of receiving/opening of the bids.

(c) NASFT reserves the right to call for any other details or information from any of the bidder(s).

NOTES:

- a) **The Financial Bid as per Format IV has to be submitted ON-LINE only.**
- b) The Financial Bids of the technically qualified bidder shall be opened in the presence of their representatives, on a specified date and time and Venue, which will be intimated to the Technically Qualified bidders.
- c) If there is a discrepancy between words and figures, the amount written in words shall prevail.

8. SIGNATURE OF BIDS/OFFERS

The offer must contain the name, designation, residence and place of business of the person or persons making the offer and must be duly signed and stamped on each page by the bidder with his usual signature.

Offer by a partnership firm must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).

The Power of Attorney in the name of the person signing on behalf of the Auditor shall be furnished along with the offer.

The Auditor's (Bidder's) name stated on the proposal shall be the exact legal name of the firm. Erasures or other changes in the offer shall be authenticated by the initials of the persons signing the bid.

9. Rejection of offer/Cancellation of contract

If the firm/organization gives wrong information in its offer, NASFT reserves the right to reject such offer at any stage or to cancel the contract, if awarded & forfeit the EMD.

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Section IV

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 3 (three) working days prior to the deadline for submission of tenders. Details of such queries raised and clarifications furnished will be given through email without identifying the names of the Bidders who had raised the queries.

In case of any clarification on the terms/clauses mentioned in the tender, decision of the Tender Issuing Authority shall be final.

2. AMENDMENT OF TENDER DOCUMENT

Before the deadline for submission of tender, the Tender Document may be modified by NASFT by issue of addendum / corrigendum. Issue of addendum / corrigenda will however be stopped 1 day prior to the deadline for submission of tenders as finally stipulated.

Addendum/corrigendum, if any, will be hosted at AAI Website and shall become a part of the tender document. All Tenderers are advised to see the AAI Website for addendum/corrigendum to the tender document which may be uploaded up to 1 day prior to the deadline for submission of Tender as finally stipulated.

To give prospective Tenderer reasonable time in which to take the addendum/ corrigendum into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by NASFT.

3. REJECTION OF BID

- I. NASFT reserves the right to reject the conditional or incomplete offer.
- II. NASFT also reserves the right to accept or reject all Bids and to annul the bidding process and reject all Bids, at any time prior to award of Agreement, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of the grounds for NASFT 'S action.

III.

4. WORK NOT TO BE LET OUT

Sub-contracting in part or full of the assignment awarded to the successful Bidder is not permitted, except as specifically approved by NASFT.

5. CONFIDENTIALITY CLAUSE

Any and all information in written, electronic media or oral form and disclosed to the Auditor shall at all times remain the legal and absolute property of NASFT and the Auditor shall have no rights to use the information for any purpose other than that expressly authorized by NASFT.

6. Termination of services

The engagement of Auditor can be terminated by the Trustees of NASFT without assigning any reason, whatsoever, at any time during the contract period.

7. SETTLEMENT OF DISPUTES

Except as otherwise specifically provided in the contract, all disputes concerning questions of fact arising under the contract shall be decided by the NASFT trustees subject to a written appeal by the Auditor to the trustees whose decision shall be final to the parties hereto.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties.

If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration.

8. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
9. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
10. Bidder shall have proper infrastructure including lap- top, internet connection, stationery, etc. to carry out the work when they are required to work in NASFT premises. NASFT shall be providing only necessary furniture and electric connection to the Auditor when they are required to work in NASFT premises.
11. The soft copies of the data/information pertaining to conducting Audit as well as the printouts of the data/information provided during the contract period, shall be the property of NASFT and the Auditors shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of NASFT at any stage.
12. NASFT shall be authorized to make statutory deductions as applicable from the amount payable to the Auditor.
13. The successful bidder shall intimate the names of the persons employed by him or going to employ, who are relatives (wife, husband and dependent parents, grand-parents, children, grandchildren, brothers, sisters, uncle, aunts, cousins and their corresponding in laws) of AAI/NASFT employees.
14. All the above terms & conditions, scope of work and guidelines as mentioned in **Section I to Section VI** shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

(Signature of Issuing Authority)

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Section v

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- I Bidders have to follow the following procedure to submit the bids online through the e-Procurement portal <http://etenders.gov.in>.**
1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enrol available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities.
 2. Bidder then login into the portal giving user id / password chosen during enrolment.
 3. The e-token that is registered should be used by the bidder and should not be misused by others.
 4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
 5. The Bidders can update well in advance, the documents such as certificates, undertaking etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
 6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
 7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
 8. If there are any clarifications, this may be obtained online through the E-procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
 9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS formats. If there is more than one document, they can be clubbed together.

10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder should read the terms and conditions and accept the same to proceed further to submit the bids.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. Payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the e-tender system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (**as per Server System Clock**).
26. For any queries related to portal, the bidders are asked to contact by Mail **manojmukhija@aai.aero** and cc to **nasft.chq@aai.aero** upto 03/09/2020. All queries will be replied through CP Portal.
27. Tenderer is required to submit their tender through online in the form of Two Cover System on or before scheduled bid due date of closing and time as notified in NIT. The tender received after the due date and time will not be entertained.
28. Tender Document can be submitted online only in the designated procurement portal **etenders.gov.in** on or before the due date and time.
29. Tenderer should submit the tender for Appointment of Auditor by NASFT in accordance with the Instructions to Bidders & Terms & Conditions of Tender.

**LETTER OF SUBMISSION - COVERING LETTER (ON THE
LETTER HEAD OF THE BIDDER)**

Date:

To

Managing Trustee,
National Aviation Security Fee Trust,
Airport Authority of India
A Block,
Rajiv Gandhi Bhawan,
New Delhi-110003

Sir,

SUB: - E-Tender for Appointment of a CA/CMA firm for conducting internal audit of NASFT activities for the period from 01/07/2019 to 31/03/2021.

Being duly authorized to represent and act on behalf of
(Hereinafter referred to as "the Bidder") and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

S.R. No.	Particulars	Page no. of scanned documents
(i)	Scanned copy of the financial instrument submitted in respect of EMD.	
(ii)	Scanned copy of the Certified copy of Registration with ICAI/ICMAI	
(iii)	Scanned copy of the Resume of the partners giving the brief details of relevant experience with membership no.	
(iv)	Scanned copy of Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement/ Assessment Order (in any) for the respective years are to be submitted.	
(v)	Scanned copy of award letter issued by central PSU/Govt.Trust	

(vi)	Scanned copy of the Self-declaration as per Format I The bidder should not have been barred/ black listed/ disqualified by any regulators/ statutory body in India	
(vii)	Scanned copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP	
(viii)	Scanned copy of filed Format I, Format II and Format III.	
(ix)	Scanned copy of entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	
(x)	Scanned copy of Unconditional letter of acceptance as per Format-II	
(xi)	Scanned copy of RTGS/NEFT challan in respect of EMD submitted.	
(xii)	Scanned copy of RTGS/NEFT challan in respect of Tender Fee submitted.	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/ deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

We hereby declare that we have not been black listed/ debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Signature of the bidder or : _____ Authorized Signatory

Name of the bidder : _____

Company Seal : _____

UNCONDITIONAL ACCEPTANCE LETTER

(To be given on Letter head along with Technical Bid)

To,
Managing Trustee,
National Aviation Security Fee Trust,
Airport Authority of India
A Block,
Rajiv Gandhi Bhawan,
New Delhi-110003

Sub: - Acceptance of NASFT NIT conditions

“SUB: - E-Tender for Appointment of a CA/CMA firm for conducting internal audit of NASFT activities for the period from 01/07/2019 to 31/03/2021.

Tender ID-2020_AAI_55939_1

Sir,

I/We have read all the clauses, terms and conditions of tender by NASFT for “Appointment of a CA/CMA firm for conducting internal audit of NASFT activities for the period from 01/07/2019 to 31/03/2021” **and** accept them unconditionally. I/We understand that in case of conditional offer my/our tender shall be summarily rejected.

I/We declare that I/We have not paid and shall not pay any bribe to any officer of NASFT for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of NASFT asks for bribe/gratification, I/We shall immediately report it to the appropriate authority in NASFT.

Date:

Sincerely yours'

Place:

(Signature of the Tenderer with rubber stamp)

TECHNICAL BID

1	Name of the Firm / LLP	
2	Complete Postal Address:	
3	Pin code / Zip code	
4	<u>Contact Information</u> Office Phone Number: Residence Phone Number: Mobile Number: Fax: E-Mail: Name & Designation of Contact Persons	
5	Year of Establishment: (enclose the copy of the registration certificate)	
6	Nature of Business	
7	Details of Partners with professional qualifications:	
8	<u>Registration Details</u> <i>(attach proof)</i> Firm/LLP Registration Number & Date: Income Tax PAN & TAN: GST Registration No.: TDS-GST Registration No.: Others, if any:	

9	Turnover of Chartered Accountant Firm (Year wise)	S.No.	F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20
10	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/No.			
11	Details of award letters issued by central PSU/Govt. trust	S.No.	F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20
12	Details of EMD:-	UTR no.	Date	Name and address of payer Bank	Amount (INR)
13	Detail of Tender Fee:-	UTR no.	Date	Name and address of payer Bank	Amount (INR)
14	Bank Account Particulars: Name of the A/c holder Complete Bank Account No. Account type (SB/ CA) Name of the Bank Branch & Address Branch contact phone Nos. 11 digit IFS code				
I / we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details.					
Name, seal & signature of the Authorized signatory					

FINANCIAL BID

SUB: - E-Tender for Appointment of a CA/CMA firm for conducting internal audit of NASFT activities for the period from 01/07/2019 to 31/03/2021.

Tender ID-2020_AAI_55939_1

Scope of Work	Professional Fee (Amount in Rupees)
1. Lumpsum Professional fees for internal audit of NASFT (21 locations as per format -v) for the period 01/07/2019 to 31/03/2021	
GST	
TOTAL	

(Total Amount in words):

Place

(Signature of the Tenderer with rubber stamp)

Date

List of Airports / Locations where internal audit of NASFT activities for the period 01/07/19 to 31/03/2021 is to be carried out.

- 1. DIAL - Delhi International Airport.Ltd.**
- 2. BIAL - Bangalore International Airport.Ltd.**
- 3. CIAL - Cochin International Airport.Ltd.**
- 4. KIAL- Kannur International Airport.Ltd.**
- 5. MIAL- Mumbai International Airport.Ltd.**
- 6. GHIAL - Hyderabad International Airport.Ltd.**
- 7. MIHAN- Babasaheb Ambedkar International Airport-Nagpur**
- 8. CHIAL- Chandigarh International Airport.Ltd.**
- 9. Chennai-Airport**
- 10. Kolkata-Airport**
- 11. Ahmedabad-Airport**
- 12. Goa-Airport**
- 13. Guwahati-Airport**
- 14. Lucknow-Airport**
- 15. Jaipur-Airport**
- 16. Trivandrum-Airport**
- 17. Bhubaneswar-Airport**
- 18. Pune-Airport**
- 19. Patna-Airport**
- 20. Shirdi-Airport**
- 21. NASF Trust - AAI, Headquarters, New Delhi**