

**Airports Authority of India
NSCBI Airport, Kolkata**

NOTICE INVITING QUATATION

Sub:-Notice Inviting Quotations from Practicing Chartered Accountant/Cost Accountant Firms for “Physical verification and Reconciliation of Fixed Assets with books of accounts for Financial Year 2015 – 16 at NSCBI Airport, Kolkata”.

On behalf of Chairman, AAI, the Jt. GM (F&A), NSCBI Airport, Kolkata invites NIQ from Chartered Accountant/Cost Accountant Firms only indicating details of the Firms as noted below for Physical Verification of Assets at NSCBI Airport, Kolkata.

The Quotations of Audit firm will not only be considered for awarding the work for physical verification of assets at Kolkata Airport, but also the matter will be brought to the kind notice of respective Regulators i.e The Institute of Chartered Accountants of India (ICAI) and The Institute of Cost and Management Accountants of India (ICMAI) and if it is found that the Audit firm has breached the trust by falsifying the expression of Interest, then the matter will be taken up with the respective regulators.

Details/Informations to be submitted for selection are given below:-

- 1) Year of Establishment (Photocopies of latest constitution certificate issued by The Institute of Chartered Accountants of India/The Institute of Cost and Management Accountants of India.
- 2) Details of Partners.
- 3) Number of Qualified Assistants (Photocopies of Membership certificate of The Institute of Chartered Accountants of India/ The Institute of Cost and Management Accountants of India)
- 4) Audit Experience in any PSUs, Banks, Central, State Govt. (Photocopies of appointment letters containing name of the audit firm/letter No. & Date and signature of appointing authority and the job allotted).
- 4) The copy of PAN card and service tax Registration No.

6) A certificate confirming

That “ the details/ information furnished with the application are true and correct” and That, “I/we declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bill, and further if any officer of AAI asks for bribe/gratification, I will immediately report it to the Appropriate Authority in AAI”.

7. The willing Partnership Audit Firms may send their Quotations in two envelopes i.e Technical Bid in Envelope-1 and Financial Bid (in the given format) in Envelope-II duly signed & sealed and put in a Master Envelope super scribed for the work ” Physical verification and Reconciliation of Fixed Assets with books of Accounts for Financial year 2015 – 16 at NSCBI Airport, Kolkata” submitted by Hand or through Registered /Speed post or courier service, so as to reach in the office of Jt. General Manager (F&A) O/o General Manager (F&A), Airports Authority of India, NSCBI Airport (Metro Division), Operational Office Complex, Gate No.2, NSCBI Airport, Kolkata, West Bengal, Pin: 700052 latest by 29th February’2016 15.00 Hrs. After technical scrutiny, the Financial Bid will be opened on 3rd Mar’2016 15.00 Hrs.

Any postal/courier delay will not be entertained. Further details are available in AAI website (www.aai.aero).

Scope of Work (Physical verification of Assets including plants and machinery).

- i) The Physical verification shall be done at Different locations/departments of NSCBI Airport including NSCBI Project Division.
- ii) Audited Physical balances statement on 31st Mar'2015 shall be taken as opening balance.
- iii) Checking and verification of Physical balance as on the day of verification.
- iv) Assets under commissioning/erection to be mentioned separately.
- v) To prepare separate lists of
 - (i) Assets entered in the Assets Register and physically available, (ii) Assets physically available but not appearing in the Assets Register and (iii) Assets appearing in the Assets Register but not physically available (v) Assets under erection/commissioning.

Other conditions

- i) The team should be minimum 4 persons at a time duly constituted with at least 1 No. Chartered/Cost Accountant, 3 Nos. semiqualfied (Inter Chartered/Inter Cost passed only). The Partner should visit the Unit at the time of starting the work and also at the time of finalizing the report.
- ii) The Audit Firm should indicate well in advance before sending their team regarding the compliance of the composition of audit team, indicating the name, qualification and status of the persons, with documentary evidence, to Jt. General Manager(F&A) so that respective departments can be informed and the PIC for entry to be airport can be prepared. The cost/charges for processing pass to be borne by the firm.
- iii) The quoted rate in the financial bid will be all inclusive and statutory deductions will be made at the time of payment as per rules. However, the service tax will be extra as per the applicable rate.
- iv) The Financial Bid will form a part of the NIQ.

Financial Bid

SCHEDULE OF QUANTITY

SI No. and Particulars	Nos. of person & days	Rate per person in figure	Rate in words per person	Amount(Rs)
Physical verification and Reconciliation of Fixed Assets for Financial year 2015 – 16	01 No. & 02 days			
1) Partner	01 No. & 25 days			
2) Cost Accountant/Chartered Accountant	03 Nos & 25 days			
3) Intermediate Chartered/Cost Accountants				
Total Amount(Rs.)				
Amount In words				

The Rates will be inclusive of all taxes and applicable charges excluding Service tax which will be reimbursed on actual basis on production of documentary evidence.

(Signature with seal)