



Western Region, O/o GM (Finance), Parshiwada,  
Sahar Road, Ville Parle (E) Mumbai-400 099

**E -TENDER FOR ENGAGEMENT OF GST CONSULTANT FOR MAHARASHTRA STATE AND  
DADRA & NAGAR HAVELI AND DAMAN & DIU-UT FOR F.Y.2021-2022, F.Y. 2022-2023.**

**E-TENDER NO. 2021\_AAI\_75453\_1  
Domestic Open e-Tender – Two-cover System)**

**Bid Manager Contact details:Shrirang Jadhav,Manager(Fin)  
Mobile No.9323758023,Email-Id:shrirangj@aai.aero**

**Due date & time for online submission: Upto 15.00 hrs. On 16-04-2021**

**Due date & time of bid opening: After 15.30 hrs. on 19-04-2021**

**E TENDER FOR ENGAGEMENT OF GST CONSULTANT FOR MAHARASHTRA STATE AND DADRA & NAGAR HAVELI AND DAMAN & DIU-UT FOR F.Y.2021-2022, F.Y. 2022-2023.**

**IMPORTANT POINTS TO NOTE**

TENDER NUMBER	<b>2021_AAI_75453_1</b>
TENDER INVITED FOR	ENGAGEMENT OF GST CONSULTANT FOR MAHARASHTRA STATE AND DADRA & NAGAR HAVELI AND DAMAN & DIU-UT F.Y.2021-2022, F.Y. 2022-2023.
BID SECURITY / EMD	Not Applicable. However declaration to be submitted as per Annex K.
VALIDITY OF THE TENDER	<b>90 days</b> from the due date opening of price bid.
PUBLISHING OF TENDER DOCUMENTS ON WEBSITE	<b>09-04-2021</b>
PERIOD OF DOWNLOADING BIDDING DOCUMENT	<b>09-04-2021 to 16-04-2021</b>
START DATE & TIME FOR ONLINE SUBMISSION OF BID	<b>09-04-2021 from 04.30 Hrs.</b>
DUE DATE & TIME FOR ONLINE SUBMISSION OF BID	<b>16-04-2021 upto 15.00 Hrs.</b>
CLARIFICATION START DATE	<b>09-04-2021</b>
CLARIFICATION END DATE	<b>14-04-2021</b>
TIME & DATE OF OPENING OF TECHNICAL BID	<b>19-04-2021 after 15.30Hrs.</b>
TIME & DATE OF OPENING OF PRICE BID	<b>Within 7 working days from technical bid opening.</b>
PLACE OF OPENING OF TECHNICAL BID	AIRPORTS AUTHORITY OF INDIA WESTERN REGION, O/O GM (FINANCE), PARSHIWADA, SAHAR ROAD, VILLE PARLE (E) MUMBAI-400 099
For further details please visit	<a href="http://www.aai.aero">www.aai.aero</a>

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**E -Tender for Engagement of GST Consultant For Maharashtra State And Dadra & Nagar Haveli And Daman & Diu-UT FOR F.Y.2021-2022, F.Y. 2022-2023.**  
**E-Tender no.2021\_AAI\_75453\_1**

**NOTICE INVITING ONLINE TENDER**

- 1.1 Online tenders through **e-procurement mode** are invited by Airports Authority of India for Engagement of GST Consultant For Maharashtra State and Dadra & Nagar Haveli And Daman & Diu-UT for F.Y.2021-2022, F.Y. 2022-2023. **Estimated cost of tender for 2 years is Rs 3,96,000/- ( GST extra)**
- 1.2 The tender document is made available through **e-procurement mode** and open for downloading from 09-04-2021 to 16-04-2021 at AAI's official website [www.aai.aero](http://www.aai.aero) and [CPP Portal https://etenders.gov.in/e procure/app](https://etenders.gov.in/e procure/app) .  
  
Tender processing fees of Rs 1120 (i/c GST) Non-refundable will required to be paid online through payment gateway on CPP portal. Details of payment made through online SBI payment gateway is to be submitted in Cover-1.
- 1.3 The tender document consists of two Covers –Cover- I Technical Bid (all Technical offer documents) and Cover-II – Price Bid.
- 1.4 The complete tender document shall be submitted online on or before the due date and time of submission.
- 1.6 The offer (both Technical & Price) must be valid for a minimum of 90 days from the date of price bid opening; otherwise the offer shall be rejected as nonresponsive.
- 1.7 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in **Annexure C** and bidders are advised to submit documents mentioned in Annexure C to qualify for the award of the contract.  
  
All the documents required to meet the eligibility criteria, as per Annexure C along with relevant documents, in the Tender Document – Technical Bid shall be uploaded through e-procurement portal after scanning in **.pdf** format. The tenderer shall submit Self attested/certified copies of the documents as stated in Annexure C.
- 1.8. Airports Authority of India do not bind themselves to accept any tender and reserve the right to accept any tender in part or to reject any tender without assigning any reason thereof.
- 1.9 The prospective tenderer shall submit queries, if any, through e-tendering portal only.
- 1.10 The due date of online submission of offers will be **16-04-2021 at 15.00 hrs.** Unless otherwise notified. In the event of changes in the schedules, **Joint General Manager (F&A)**, will notify the same only through [www.aai.aero](http://www.aai.aero) /[CPP portal](https://etenders.gov.in/e procure/app)
- 1.11 If the offers are not received according to the instructions detailed herein above, same shall be liable for rejection.

## **GENERAL INFORMATION**

### **ORGANISATION**

The Airports Authority of India (AAI), under the Ministry of Civil Aviation is responsible for creating, upgrading, maintaining and managing civil aviation infrastructure in India. AAI provides Air traffic management (ATM) services over Indian Airspace and adjoining oceanic areas. It also manages a total of 129 Airports, including 20 International Airports, 8 Customs Airports, 78 Domestic Airports and 20 Civil enclaves at Military Airfields and covers all major air-routes over Indian landmass. AAI also has ground installations at all airports including 25 other locations, Radar installations at 11 locations along with 700VOR/DVOR installations co\_ located with Distance Measuring Equipment (DME) to ensure safety of aircraft operations. Runways are provided with Instrument landing system (ILS) installations with Night Landing Facilities and Automatic Message **Services** Switching System at various Airports.

AAI provides services of:-

- Control and management of Indian air space extending beyond the territorial limits of the country accepted by ICAO.
- Communication, Navigational and Surveillance aids
- Expansion and strengthening of operational areas
- Design, development, operation and maintenance of passenger terminals
- Development and management of cargo terminals at airports
- Passenger Facilities and Information systems in the passenger terminal

### **Sources of Revenue/Income**

AAI's revenue is broadly categorized as Traffic and Non-Traffic revenue.

**Traffic revenues** are generated from :-

- RNFC fees collected for providing CNS & ATC services to aircraft over the Indian air space.
- Landing/Parking fees for providing landing and parking facilities to aircraft at Airports
- Passenger Service fees collected for providing passenger facilities in the terminal building

**Non-Traffic Revenues** are generated from :-

- Concessions – Rents paid by shops, restaurants etc. inside and outside the Terminal Building
- Parking and Airport Access
- Car Rental Operations
- Lease of Land
- Advertising – Advertisements placed on airport walls
- Handling of cargo etc.

Apart from the above AAI also earns revenues from leasing out of Mumbai and Delhi Airports to private operators.

## **Billing**

While the bills for the above services provided for domestic flights are raised by the concerned Airports, the bills for the services provided to international flights are raised by IATA centrally.

## **Realization**

Realization of the bills so raised for domestic flights are received through e receipts by the concerned airports as well as at Corporate Head Quarter, New Delhi. The realization in respect of foreign airlines are made by IATA. The payment is made to AAI after deducting the TDS by the Airlines and Concessionaries.

## **Accounting**

Accounting of the above billing and realization are made in SAP module at the airports and CHQ for the respective billing and realization made by them.

## **Major Areas of Expenditure**

1. Construction of Airports , Terminal Bulidings , Runways , Taxi Track etc.
2. Procurement of Plant & Machinery, Equipment, Furniture, Vehicles, Spares, Software, Computers etc.
3. Works Contract including AMC & Capital Expenditure
4. Security Services provided by Government Agencies like CISF, State police etc.
5. Hiring of Manpower
6. Hiring of Vehicles
7. Legal Services
8. Transportation of Goods by Road/Air
9. Money Exchange
10. Professional Services
10. Telecommunications Services
11. Expenditure on CSR activities
12. Import of Foreign Services
13. Services provided by Government Agencies like Meteorological Department.

**SCOPE OF WORK:**

**A) FILLING OF RETURNS FOR MAHARASHTRA AND DADRA & NAGAR HAVELI AND DAMAN & DIU-UT**

- a) To prepare/scrutinize/check and file all GST returns (including Annual GST Returns) as applicable to AAI, Maharashtra and Dadra & Nagar Haveli and Daman & Diu (DNDD) .Monthly output liability of GST to be checked before filing monthly return. Claim of input tax credit (ITC) to be matched with GSTR 2A/2B as the case may be (or as mandated by GST Law from time to time) before filing monthly return.
- b) Reconciling GSTR2A/2B with AAI books of account on monthly basis for GSTNs of State of Maharashtra and UT of DNDD and provide list of vendors who have not deposited GST with Government and list of items in GSTR2A/2B not appearing in books of accounts.
- c) Conduct GST Annual Audit and prepare annual reconciliation statement and submit the report along with recommendations to AAI, WR management. GST audit for AAI WR Management to be conducted for FY 2020-21, FY 2021-22.
- d) To prepare/scrutinize/check and file all GST TDS returns applicable to AAI Maharashtra State and Dadra & Nagar Haveli and Daman & Diu and Haveli-UT.
- e) Conducting detailed trial balance / ledger review in SAP, on quarterly basis to ensure that GST is being paid on all taxable supplies under forward charge as well as reverse charge mechanism with respect to State of Maharashtra and UT of Dadra & Nagar Haveli and Daman & Diu and Haveli-UT.
- f) Verifying the issuance of invoices, debit, credit notes, bill of supply and other documents and records maintained to check whether they are as per the GST Law; and advising any modification, addition, changes as required pertaining to GSTNs of State of Maharashtra and UT of Diu.
- g) Consultant (Chartered Accountant/Cost Accountant dealing with AAI GST Consultancy Engagement) shall visit AAI,WR, Mumbai office on quarterly basis for 2-3 days. No cost shall be borne by AAI on this account.

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**B) CONSULTANCY SERVICES FOR MAHARASHTRA & DADRA & NAGAR HAVELI AND DAMAN & DIU**

- a) Advising on all the matters (regarding GST Law, accounting, process, policy, system, software etc.) to ensure GST compliance from time to time. Whenever any opinion/advice would be asked from consultant , it shall be submitted within 2 working days.
- b) Assistance in all GST compliances including audit proceedings / show cause notices/ demands and other proceedings as applicable initiated by appropriate authorities including drafting/ filing of replies, stay of demand and submissions and representation, pursuing, assisting and coordinating with GST authorities for getting refunds / settle demands.
- c) To provide guidance/advise for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime and verify completeness of the data generated through the system for GST Returns;
- d) Assisting AAI in GST planning, assessing its tax positions;
- e) Keeping AAI informed about any changes which may take place in GST from time to time and its impact on the AAI and hand holding in all the matters of existing GST rules/Act and also future amendments / modifications.
- f) To create training material & presentation / manual on GST for the use of AAI's staff
- g) To represent AAI in GST related issues.
- h) Any other matter relating to GST.

## **ANNEXURE –C**

### **Eligibility Criteria:**

Bidders/Applicants should fulfill the following eligibility criteria:

<b>Sl No</b>	<b>Eligibility Criteria</b>	<b>Documents to be submitted</b>
1	The Bidder should be a reputed Chartered Accountant/ <b>Cost Accountant(s)</b> Proprietor /Firm/Limited Liability Partnership (LLP) registered with Institute of Chartered Accountants of India/Institute of Cost Accountants of India and having minimum experience of 5 years.	Certified copy of Registration Certificate issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India and Self certification with the details of Partners and their positions in the Proprietorship/Firm/LLP with Membership numbers.
2	Bidder should be regular practitioner/ Consultant for Indirect taxes and related matters and should have been in the business of Indirect Tax Consultancy in India at least for 3 (three ) years as on 31.03.2021.	Work orders along with confirmation from clients/work completion certificate
3	The bidder should not have been barred/ black listed/ disqualified by any Government Department/agency/CBI/CVO/falling under denied entity list of DGFT/RBI, Nationalized Bank or any Public Sector Unit or any other body recognized by Government of India	Self-declaration
4	PAN of the Bidder	Copy of the PAN is to be submitted.
5	The firm should have minimum annual turnover of Rs. 25 lacs during any of the previous 3 years (2017-18, 2018-19 and 2019-20).	Balance Sheet & Profit and Loss Account duly certified by Chartered Accountant is to be submitted.

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Note:- Documentary evidence needs to be submitted duly self-attested by the bidder for each of the eligibility criteria. Self-declaration needs to be signed by authorized signatory(s) of the individual partner / Firm/LLP.

## **GUIDELINES**

Technical bid details are to be given here

### **1. PRICE BID**

**Price Bids shall be opened only for technically qualified bidders.**

The price shall be firm and inclusive of all expenses but exclusive of GST as applicable. GST shall be paid extra on submission of valid tax invoice.

While quoting the price, the bidder shall consider all expenses *except those specified in the general terms and conditions*. No claim for expenditure other than the price quoted will be entertained by AAI on account of Scope of Work provided in the 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.

### **2. SUBMISSION OF BIDS/OFFERS**

#### TECHNICAL BID

The Technical bids shall consist of all required documents as per Annexure C along with Unconditional Acceptance Letter as per Annexure G and duly filled in Annexure H, Annexure J, Annexure K and other relevant documents mentioned in NIT.

#### FINANCIAL BID

The Financial Bid can be downloaded from the e-tender portal of AAI with URL address <https://etenders.gov.in/eprocure/app>. Please note that submission of the Financial Bid is essential and can only be uploaded through the E-tender portal [.https://etenders.gov.in/eprocure/app](https://etenders.gov.in/eprocure/app).

### **3. 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.

The partnership firm must furnish full name 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) in Technical bid

The Power of Attorney in the name of the person signing on behalf of the bidder shall be furnished along with the offer in Technical bid

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The Consultant's (Bidder's) name stated on the proposal shall be the exact legal name of the individual /firm/LLP as registered with the concerned authorities.

Offers not conforming to the above requirements of signing shall be disqualified.

### **3. SECURITY DEPOSIT**

The Successful bidder shall be required to pay the 3% of the contract value towards security deposit, which can be deposited by the bidder or can be deducted by AAI from each payment from time to time. The security deposit amount so recovered or deposited will be released after 6 months from the successful completion of the contract

### **4. Opening of Tender**

- (a) Technical bid shall be opened at 15:30 hours on 19-04-2021 and the financial bid of those bidders who meet the eligibility criteria, shall be opened within 7 working days from the date of opening of technical bid at 15.00 hours
- (b) AAI reserves the right to extend the date of receiving/opening of the bids.

### **5. Selection Criteria**

- (a) **Selection of the successful bidder shall be on the basis of lowest bid**
- (b) The decision of AAI in all matters regarding award of assignment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.

### **6. Rejection of offer/Cancellation of contract**

If the firm/organization gives wrong information in its offer, AAI reserves the right to reject such offer at any stage or to cancel the contract, if awarded & forfeit security deposit and all the claims.

## **GENERAL TERMS AND CONDITIONS**

### **1. PERIOD OF CONTRACT**

The Period of engagement of Consultant shall be 2 (Two) years from the date of acceptance of award of Contract by the Consultant. If AAI feels satisfied with services provided during the period of Contract, the contract may be extended for another one year, on the same terms and conditions.

### **2. REJECTION OF BID**

AAI 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 AAI's action.

### **3. WORK NOT TO BE LET OUT**

Sub-contracting in part or full of the assignment awarded to the successful Bidder is not permitted.

### **4. PAYMENT TERMS**

No Advance shall be paid by AAI. The quoted fees along with applicable GST will be released on submission of valid tax invoice within 15 days of submission of invoice. Consultant should submit soft copies of monthly GST TDS return, GSTR1, GSTR 3B, GSTR7, Annual return etc.

All payment shall be subject to recoveries towards statutory deductions. The payment will be made by electronic transfer to the account of the consultant for which Bank details may be submitted along with IFS code etc.

The bidder may have to visit field stations if required for GST work and will be entitled for 2<sup>nd</sup> AC Rail Fare/ Bus Fare(Deluxe/Volvo) along with Rs. 500/- as DA per day per person for maximum of two officials. If stay is required for inspection of records, AAI Guest House would be provided. However, where AAI Guest House is not available, Rs. 1000/- per official will be reimbursed on production of hotel receipt for two officials. This reimbursement will be made once duly approved GST Report is submitted / filed. **Prior approval shall be obtained from Competent Authority along with tour plan and duration of stay.**

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## **5. CONFIDENTIALITY CLAUSE**

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

For maintaining the confidentiality of all the information to the successful bidder for completion of the assignment, Non-Disclosure Agreement (NDA) as prepared by, will be signed by the authorized representative of both consultant and AAI. The NDA will be signed by the successful bidder and submitted to AAI within 7 days of Letter of Award of work.

**6.** AAI reserves the right to reject the conditional or incomplete offer.

## **7. LIABILITIES OF THE CONSULTANT**

Should any mistake or inadequacy appear in the documents submitted by the consultant, during execution of scope of work, the consultant shall perform at its own initiative and no extra cost to AAI, all such services as shall be necessary to remedy /rectify the said mistake or inadequacy.

The Consultant shall be further liable for the consequences resulting from errors and commissions due to negligence or from inadequacy on its part or on the part of its employees or associates or experts to the extent of actual loss/liability caused to AAI. AAI is not responsible for any liability of whosoever in nature in the process of completion of service.

## **8. Termination of services**

The engagement of Consultant can be terminated by the Management of Airports Authority of India without assigning any reason, whatsoever, at any time during the contract period by giving 30 days' notice.

## **9. FORCE MAJEURE**

If the work(s) be delayed by:-

- i. Force majeure, or an act of terrorism
- ii. Abnormally bad weather, or
- iii. Serious loss or damage by fire, or
- iv. Civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed on the work, or
- v. Any other cause which, in the absolute discretion of the Joint General Manager (Fin) is beyond the Contractor's control

then upon the happening of any such event causing delay, the consultant shall immediately give notice thereof in writing to the Joint General Manager (Fin) but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be

reasonably required to the satisfaction of the Joint General Manager (Fin) to proceed with the works. All correspondence with the agency and concerned stakeholders during execution of works will be taken into consideration for evaluation of hindrance causing delay, for grant of extension of time by the Competent Authority.

## **10. SETTLEMENT OF DISPUTES**

Except as otherwise specifically provided in the award, all disputes concerning questions of fact arising under the award shall be decided by the General Manager Finance, Western Region subject to a written appeal by the consultant to the General Manager Finance 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.

**11.** Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

**12.** 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.

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**ANNEXURE-“F”**

**OTHER TERMS AND CONDITIONS**

1. The rate quoted in the Tender shall be valid for 90 days from the date of its opening.
2. Bidder shall have proper infrastructure including laptop, internet connection, stationery, etc. to carry out the work when they are required to work in AAI premises. Authority shall be providing only necessary furniture and electric connection to the consultant when they are required to work in AAI's premises.
3. The soft copies of the data/information pertaining to implementation of GST as well as the printouts of the data/information provided during the contract period, shall be the property of AAI and the consultant shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of AAI at any stage.
4. AAI shall be authorized to make statutory deductions as applicable from the amount payable to the consultant.
5. 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 employees.
6. All the above terms & conditions, scope of work and guidelines as mentioned in **Annexure-B to Annexure-F** shall form part & parcel of tender and would be treated as terms and conditions of the contract/agreement.
7. If GST Audit report ( to be submitted to AAI WR, Management) is not submitted within prescribed period of time, penalty @ 2% per week & up to 5% of awarded value will be levied & accordingly deducted from the payment of the Firm. Delay in finalization of audit report due to reasons beyond of the Auditors' control may be condoned with the approval of the competent Authority at RHQ.

(Signature of Issuing Authority)

## **ANNEXURE-“G”**

### **Unconditional Acceptance Letter**

**(To be given on Letterhead along with Technical Bid)**

Jt. General Manager (F&A)  
Airports Authority of India  
O/O RED, Opp. Parsiwada,  
Sahar Road,  
Andheri(East)  
**Mumbai-400099.**

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**Sub:-Acceptance of AAI NIT conditions**

**Ref-Tender for “Engagement of Professional consultant for consultancy and filing of GST Return for Maharashtra State and DNDD-UT”.**

Sir,

I/We have read all the clauses, terms and conditions of tender by AAI for **“Engagement of Professional consultant for Goods & Service Tax (GST) for consultancy and filing of GST Returns for Maharashtra State and DNDD-UT”** 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 AAI for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of AAI asks for bribe/gratification, I/We shall immediately report it to the appropriate authority in AAI.

Date:

Sincerely yours’

Place:

(Signature of the Bidder  
with rubber stamp)

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**ANNEXURE-“H”**

**( To be submitted online)**

**Technical Bid**

**(To be given with Technical bid)**

[“TECHNICAL BID for “Engagement of Professional Consultant for consultancy and filing of Returns for Maharashtra State and UT- Dadra & Nagar Haveli and Daman & Diu ”for period of two years from the date of awarding the contract]

1. Name of the bidder (in Capital letters) \_\_\_\_\_

2. Address of the Head Office/ Branch office  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. & e-mail address  
\_\_\_\_\_

3. PAN of the bidder  
\_\_\_\_\_

4. GST registration No (if any) \_\_\_\_\_

5. Date of constitution of the proprietorship/ firm / LLP : \_\_\_\_\_  
(Enclose the copy of the registration certificate)

6. Details of Partners

S.No.	Name of Partner	Chartered Accountants/Cost Accountant Membership Number

7. Details of experience (should be supported with documents mentioned in eligibility criteria)

Sl. No.	Year for which appointed	Name of the PSU/Unit/Pvt.	Gross turnover of the PSU/Unit/Pvt	Nature of Assignment	Date of completion of assignment

8 Turnover of the bidder (Certified copy of Balance Sheet and Profit and Loss Account to be submitted):

S.No.	Year
	17-18,18-19 & 19-20.

9 Debarred/black listed by:-

*Government Department/agency/CBI/CVO/falling under denied entity list of DGFT/RBI, Nationalized Bank or any Public Sector Unit or any other body recognized by Government of India*

Yes/No.

Signature of the Applicant (along with the name & Seal)

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**ANNEXURE-“1”**

(TO BE SUBMITTED ONLINE)

**FINANCIAL BID**

Tender Inviting Authority: AGM (Fin)

**NAME OF WORK: “Engagement of Professional consultant for GST consultancy and filing of GST Returns for Maharashtra State & DADRA & Nagar Haveli and Daman & Diu – UT”**

Contract no: 2021\_AAI\_75453\_1

<b>Name of the bidder</b>	
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	Number	Text	Number	Number	Text
<b>Scope of Work</b>	<b>Quantity</b>	<b>Unit</b>	<b>Basic rate in figures to be entered by bidder</b> Rs P	<b>Total Amount without taxes</b> Rs P	<b>Total amount in words</b>
Professional Fee for providing GST Consultancy Services for Maharashtra State and Dadra & Nagar Haveli and Daman & Diu - UT as stated in Scope of work (Annexure B)	2	Year			
<b>TOTAL IN FIGURES</b>					

**Proforma for EARNEST Money Declaration  
(To be submitted on bidder's letter head)**

Whereas, I/We..... (name of agency).....have submitted bid for .....(name of work).....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- (1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender(including extended validity of tender) specified in the tender documents,

Or

- (2) If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents.

I/We shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.

Signature of the bidder(s)

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**ANNEXURE-“K”**

**CHECK LIST OF DOCUMENTS SUBMITTED ALONGWITH N.I.T**

(TO BE SUBMITTED ALONGWITH TECHNICAL BID)

SL. NO.	NAME OF DOUCMENT/INFORMATION	NO. OF DOCUMENTS	YES/NO
1	Payment details of Tender Fees		
2	Declaration regarding EMD as per Annexure J		
3	REGISTRAION CERTIFICATE OF PROPRIORSHIP/FIRM/LLP as per eligibility criteria no 1 (as per Annexure C)		
4	MEMBERSHIP CERTIFICATE OF PARTNERS ISSUED BY INSTITUTE OF CHARTERED/COST ACCOUNTANT OF INDIA (AS PER Annexure C)		
5	GST REGISTRAITON CERTIFICATE (IF ANY).		
6	AUTHORISATION LETTER IN SUPPORT OF SIGNATORY OF THE TENDER		
7	WORK ORDERS ALONGWITH CONFIRMATION FROM CLIENT/CERTIFICATE REGARDING COMPLETION as per eligibility criteria no 2 (as per Annexure C)		
8	SELF DECLARATION as per eligibility criteria no 3		
9	PAN OF BIDDER as per eligibility criteria no 4 (as per Annexure C)		
10	TURNOVER OF THE BIDDER ALONG WITH BALANCE SHEET AND PROFIT & LOSS A/C as per eligibility criteria no 5 (as per Annexure C)		
11	UNCONDITIONAL ACCEPTANCE LETTER (Annexure G)		

**INSTRUCTIONS 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: <https://etenders.gov.in/eprocure/app>

**A) Registration**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://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 / eMudra etc.), with their profile.
- 5) A bidder should register only one valid DSC. 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.

**B) 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 / email in case there is any corrigendum issued to the tender document.

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- 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.

**C) Preparation of Bids**

- 1) Please go through the tender advertisement and 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.
- 2) 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.
- 3) 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 and keep it as a repository.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

#### **D) Submission of Bid**

- 1) Bidder should take into account any corrigendum/s (if any) published on the tender document for preparation of bid.
- 2) 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.
- 3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4) Bidder has to select the payment option as “online mode” to pay the tender fee as applicable and shall deposit the Tender fee through the Integrated / mapped Gateway in CPP Portal
- 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 filename. 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.

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All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. Unauthorized persons cannot view the data entered 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 openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) 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.
- 10) No bidder firm or its subsidiary firm or its parent firm shall be allowed to submit alternate bids. Such bids shall be summarily rejected.

## E) Assistance to Bidders

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.

Guidelines to bidders/ self-help files/faq & system setting In order to facilitate the Vendors / 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 0800-1800 hours and shall assist users on technical issues related to the use of the e-tender portal. For any technical assistance with regard to the functioning of the portal the bidders may contact according to the escalation matrix as mentioned below:

Sr. no	Support Persons	Escalati on Matrix	E-Mail Address	Contact Numbers	Timings*
1	Help Desk Team	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011- 24632950, Ext-3512 (Six Lines)	0800- 2000 Hrs. (MON - SAT)
2	Mr. Sanjeev Kumar Mgr.(IT)	After 4 Hours of Issue	<a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a> <a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011- 24632950, Ext_3523,3505	0930- 1800 Hrs. (MON_FRI)
3	Mrs. S. Nita AGM(IT)	After 12 Hours	<a href="mailto:snita@aai.aero">snita@aai.aero</a>	011- 24632950, Ext-3523	0930- 1800 Hrs. (MON_FRI)
4	General MaNAGAR(IT )	After 03 Days	<a href="mailto:gmitcq@aai.aero">gmitcq@aai.aero</a>	011- 24657900	0930- 1800 Hrs. (MON_FRI)