

Airports Authority of India
O/o The Airport Director, B. P. I. Airport
Bhubaneswar-751020

NOTICE INVITING QUOTATION

Ref. No. AAI/BPI/Finance/TAX-Quotation/2022-23

Dated: 02.02.2022

Subject: Appointment of Tax Consultant for a period of Two Years in Finance Section

Sealed quotations are invited only from the reputed GST Registered Chartered Accountancy Firms (Handling Tax Audit assignments) by the Airport Director, Biju Patnaik International Airport, Bhubaneswar on behalf of The Chairman, Airports Authority of India, New Delhi for below mentioned scope of work.

The scope of work is as under:

- a) Preparation of data from the SAP based accounting platform and hard copy of documents as per format of Filing of Income Tax TDS and TCS returns i.e. Form 24Q, Form 26Q, 27 EQ and 27Q and after due verification (including verification of PAN) periodically filing thereof i.e. monthly, quarterly or annually within the time limit as required as per the Income Tax Act & Rules for the time being in force.
- b) Generation, printing and providing of TDS and TCS Certificates in hard copy after due verification, in the forms or formats as prescribed in the statute i.e. Form 16, Form 16A, Form 16B, Form 27D in the time limit as required as per Income Tax Act and rules for the time being in force,
- c) Preparation of data from SAP based accounting platform and hard copy of documents & Filing of all GST returns as prescribed after due verification of ITC claim thereof as per the format and time limit as prescribed under the GST Act and Rules for the time being in force.
- d) Verification of GSTIN before filing of GST Return
- e) Generation, printing and providing of TDS and TCS certificates in hard copy in the format & time limit as required as per GST Act and rules for the time being in force
- f) Revision of TDS/TCS/GST returns if required
- g) Attending any hearing before statutory authorities on behalf of Airports Authority of India in case of receipt of any notice or if any clarification is sought by statutory authorities. Preparation of data from SAP based

- accounting platform and hard copy of documents and reply for the above notice or information or clarification sought by Statutory authorities.
- h) Providing of Periodic information related to change in Direct and Indirect Taxation laws
 - i) Any Other tax related consultancy/ opinion in writing on direct or indirect Taxation including but not limited to Income Tax Act, Rules, GST ACT and Rules there under.
 - j) Reconciliation of TDS, TCS, GST ITC, GST RCM and GST Liability, GST TDS GST Output Tax GLs on monthly basis.
 - k) Vendor- wise and bill- wise Matching of GST ITC credit as per books and as per GSTR2A on monthly basis and preparation of reconciliation statement. Bill details to be matched between SAP data and hard copy of invoice. Preparation of revised reconciliation statement in case of change in GSTR2A or books of accounts. Reconciliation statement to be provided as and when asked by AAI for any period as required.
 - l) Filing of GST Annual return by extracting data from SAP, hard copy of documents etc. ITC reconciliation with GSTR2A, SAP data and documents.
 - m) Providing recent changes or amendments in laws for Tax Audit.
 - n) Preparation of data from SAP based accounting platform and hard copy of documents & Filing of Professional tax returns after due verification as per the format and the time limit as prescribed under respective statute.

The estimated cost is Rs. 2.74 Lacs (Rupees Two Lacs Seventy-Four Thousand only) excluding GST for a period of two years.

Eligibility Criteria

Only GST registered CA Firm (Handling Tax Audit assignments) having minimum annual turnover of Rs.25 lacs for the FY 2020-21 and expertise in filing of TDS Returns, GST Returns, tax audit or expertise in area of consultancy in Direct and Indirect Taxation for a minimum period of 10 (Ten) years as on 31.03.2021 is eligible to bid. The applicant Firm should have valid PAN and GSTN in the name of firm before participating in NIQ. The Firms who are having branch/ head office at Bhubaneswar are only eligible for participation.

A party or an individual falling under the following categories is not eligible:

- i. De-barred/black listed by CBI or AAI or Undertakings/Departments like; Railways, Defence, or any other Department of Govt. of India, State Govt.
- ii. Parties facing cases/action under AAI Act 1994 as amended by Act 43 of 2003 or under PPE Act initiated by AAI.
- iii. Parties either an individual or a business establishment, who has been ordered by a Court of Law to pay the outstanding dues of AAI at any of the airports as a whole and has not paid such dues.
- iv. If the entity participating in any of the tenders is a private or Public Limited Company, Partnership Firm or Sole Proprietor and any of the Directors/ Partners/Sole Proprietor of such company is also a Director of any other company or partner of a concern or a Sole Proprietor having established business with AAI and has outstanding dues payable to the Authority.
- v. If any raid/seizure/search has been carried out and/or pending by a regulatory authority in respect of the license granted by AAI in any of the airport premises either against the party and/or any member of the consortium or against the party/its associates or against any of the directors/managers/employees.

Details as above are to be furnished as per Annexure -2, duly notarized in a non-judicial stamp paper of Rs. 100/-. If all or any of the conditions are not applicable, a self - declaration for the same is to be submitted with sign and seal of the Authorized Signatory duly notarized in a non-judicial stamp paper of Rs. 100/-.

Airports Authority of India reserves the right to reject any or all applications without assigning any reasons thereof.

The sealed envelope (containing all required documents as per NIQ), super scribing on the top "Sealed **Quotation for Appointment of Tax Consultant for a period of Two Year at AAI Biju Patnaik International Airport, Bhubaneswar**" to be sent to the office of Jt GM (Finance) at Airports Authority of India, Biju Patnaik International Airport, Bhubaneswar -751020, which should reach at Jt GM(Fin) office by 10.02.2022 (15.00Hrs) positively.

The Schedule is as follows:

Table-1: Critical Dates

Publishing Date 02nd February 2022

Last Date of Submission of Quotation 10th February 2022 15:00 hours

Opening of Envelope, A Technical Bid 14th February 2022 15:30 hours

Opening of Envelope B Financial Bid of Technically Qualified Bidders 22nd February 2022 15:30 hours

Interested bidder or their authorized representative may attend at the time of opening of the Quotation with COVID-19 appropriate behaviour or protocol.

Terms and Conditions of NIQ

Name of Work: Appointment of Tax Consultant for a period of Two Years in Finance Section at AAI Biju Patnaik International Airport, Bhubaneswar

1. The CA Firms are advised to study the scope of work as given in NIQ.
2. The contract shall be for a period of Two years.
3. Only one Quotation will be accepted from single party.
4. Late receiving / incomplete quotation will not be entertained.
5. Quotation may be sent to this office by hand in any of the working days /by post as per the critical dates given above. AAI shall not be responsible for delay /Loss of quotation.

6. How to submit NIQ Documents:

A) Master Envelope super scribing on the top “Sealed **Quotation for Appointment of Tax Consultant for a period of Two Years at AAI Biju Patnaik International Airport, Bhubaneswar**” should contain Envelope A and Envelope B

B) **Envelope A** marked as “Technical Bid” will contain all the following documents invariably:

- a. Duly signed and sealed Annexure-1 on CA Firm Letter head
- b. Duly signed copy of PAN Card of the Firm,
- c. Duly signed copy of GST Registration no. Only GST Registered Firm are eligible to participate.
- d. Duly signed copy of CA Firm’s registration certificate issued by ICAI. Experience of minimum 10 years as on 31.03.2021 will be counted from the date of registration of the CA firm by ICAI. (Date of Registration of CA Firm should be clearly mentioned in document submitted).
- e. Duly signed CA Firm’s registration certificate mentioning Branch office or Head office at Bhubaneswar.
- f. Duly signed copy of Audited Balance sheet as on 31.03.2021 and Profit & Loss account for the period 2020-21 in support of minimum Turnover as prescribed above.
- g. Annexure - 2 to be submitted on non-Judicial stamp paper of Rs.100/- duly attested by Notary Public

C) **Envelope B** marked as "Financial Bid" will contain duly filled quotation (Schedule-A).

7. The successful bidder will have to execute an agreement on Non -Judicial stamp Paper of Rs. 100/- within 07 days of acceptance of work order.
8. You are requested to quote your rate in schedule- A attached. Special care shall be taken to write rates in figures as well as in words. The total amount shall be written in both figures and in words.
9. The Firm should only quote the rate in the prescribed format enclosed herewith failing which offer will be rejected.
10. In case AAI feels the services are no more required from the CA Firm then after giving 3 months' notice in writing AAI may terminate the contract and the CA Firm should provide all the working papers and copies of returns/ documents to the AAI and the payment will be restricted to the period up to which the services of the CA Firm has been utilized by AAI on proportionate basis. The CA Firm may discontinue by giving at least 3 months prior notice in writing. However, in the event of CA Firm leaving on any date before the expiry of the contract it would have to face Forfeiture of Security Deposit and a ban/debarring of (2) two years on future participation in AAI tenders.
11. The agency shall strictly comply without fail with all the rules and regulations as applicable for the time being in force.
12. The agency should obey the security restrictions and obtain the necessary passes to access the work place.
13. Before commencement of the work the agency should provide Interest Free Security deposit of Rs. 27400/- (Twenty-Seven Thousand Four Hundred only.) by way of Demand Draft. Two stamp papers of Rs. 100/- each to be procured by the successful bidder for executing of agreement in the format as given in Annexure-3.

In case of delay in filling of any of the returns or filing of incorrect data in returns without proper verification of GSTIN or PAN or negligence in performance of duties, penalty or interest or any fee if any, levied by the respective Tax Authorities will be borne by the CA Firm. Security Deposit and bills will not be released till such cases are resolved.

Penalty is leviable as per the discretion of Jt GM (Fin) for any delay in providing information or executing of work. Penalty of Rs.200 to 500 per day is chargeable and the same to be paid by CA Firm or to be adjusted from the bill.

14. Terms of Payment:

The payment to CA Firm (the awardee) by AAI will be made on quarterly basis (proportionately) on submission of bill and its certification of work completion. On Completion of work, the CA Firm shall submit the Tax Invoice to the Finance In charge along with bank details for online payment.

- i. GST if applicable will be reimbursed as per the applicable GST law for the time being in force.
- ii. Taxes like TDS etc. will be deducted from the bills of the CA Firm as per the statutory acts as applicable for the time being in force.
- iii. The filling fees to be reimbursed to the CA Firm based on the Documentary evidence produced.
- iv. Payment will be made to the CA Firm's Bank Account which has been submitted along with the bill.

15. The total period of Contract is 2 years and on completion of 1 year of the contract it will be extended for another 1 year only on the basis of satisfactory performance of the awardee.

SCHEDULE -A

**Sub: - Appointment of Tax Consultant for a period of 2 years in
Finance Section at AAI Biju Patnaik International Airport, Bhubaneswar**

Description	Quantity	Basic Amount excluding GST for two years (Rs.)
Scope of Work as defined in NIQ No. AAI/BPI/Finance/TAX- Quotation/2022-23 Dated: 02.02.2022 (Consolidated 1 job, no item -wise rate break-up to be done)	1 Job	

Total Amount (Rs.)..... (In figures) and
Rupees (In words) only.

The above rates are Basic Rates and GST will be paid extra as applicable.

Signature of the Proprietor/Partner of the CA Firm with Date and Seal.

Annexure-1

Undertaking for Unconditional Acceptance of the NIQ Terms & Conditions

Sub: - Undertaking for Unconditional Acceptance of the NIQ Terms & Conditions.

Sir,

1. The NIQ documents for the work **Appointment of Tax Consultant for a period of Two Years in Finance Section at AAI Biju Patnaik International Airport, Bhubaneswar** have been provided to me /us by Airports Authority of India and I/We hereby certify that I/We have inspected the sites and read the entire terms and conditions of the NIQ documents made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/Clauses contained therein.

2. I/We here by unconditionally accept NIQ conditions of AAI's as mentioned in this NIQ documents in its entirety for the above work.

3. The contents of NIQ have been noted wherein it is clarified that AAI reserves the rights to reject the conditional quotation without assigning any reason thereto.

4. 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 at the time of payment of bills and further if any officers of AAI ask for bribe/gratification, I/We will immediately report it to the appropriate authority in AAI.

5. I/We hereby certify that I/We, am/are eligible to participate in this NIQ as per Eligibility criteria mentioned in this NIQ no. AAI/BPI/Finance/TAX-Quotation/2022-23
Dated: 02.02.2022

Date:-

(Signature of the Partner/
Proprietor of CA Firm with seal)

Annexure - 2

(To be submitted on non-Judicial stamp paper of Rs.100/- duly attested by Notary Public along with Technical bid

AFFIDAVIT

I/we, S/Sri_____ resident of _____ do hereby solemnly affirm and declare as under, that I/We and my/ our firm does not come under in any of the following conditions:

- i. De-barred/black listed by CBI or AAI or Undertakings/Departments like; Railways, Defence, or any other Department of Govt. of India, State Govt.
- ii. Parties facing cases/action under AAI Act 1994 as amended by Act 43 of 2003 or under PPE Act initiated by AAI.
- iii. Parties either an individual or a business establishment, who has been ordered by a Court of Law to pay the outstanding dues of AAI at any of the airports as a whole and has not paid such dues.
- iv. If the entity participating in the tender is a private or Public Limited Company, Partnership Firm or Sole Proprietor and any of the Directors/ Partners/Sole Proprietor of such company is also a Director of any other company or partner of a concern or a Sole Proprietor having established business with AAI and has outstanding dues payable to the Authority.
- v. If any raid/seizure/search has been carried out and/or pending by a regulatory authority in respect of the license granted by AAI in any of the airport premises either against the party and/or any member of the consortium or against the party/its associates or against any of the directors/managers/employees.

Deponent

Verified at _____ (place) on this day _____ of _____20.

That the contents of my above Affidavit are true and correct to the best of my knowledge and belief and anything materials has not been concealed thereof.

Deponent

Annexure - 3

Format of Agreement

The agreement is made on this day of ... 2022

Between

Airports Authority of India, constituted by the Central Government under the Airports Authority of India Act (Act no. 55 of 1994) and having its corporate office at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003 and office at Biju Patnaik International Airport, Bhubaneswar-751020 hereinafter called the "Authority"(which term shall unless excluded by or is repugnant to the context be deemed to include its Chairman or member, executive directors, Airport Director, officers or any of them specified by the Chairman in this behalf and shall also include its successors and assigns) of the ONE PART,
AND

M/s.represented by CA.....having office address at, hereinafter called the "Agency" which term shall unless excluded by or is repugnant to the context be deemed to include its heirs, representative, successors and assign of the agency on the OTHER PART.

Whereas the agency has submitted quotation for "**Appointment of Tax Consultant for a period of 2 years in Finance Section at AAI Biju Patnaik International Airport, Bhubaneswar**" vide AAI's NIQ No. AAI/BPI/Finance/TAX-Quotation/2022-23 Dated: 02.02.2022 to the **Airports Authority of India, Biju Patnaik International Airport, Bhubaneswar-751020 and the same has been accepted by the Authority on the terms and conditions contained in NIQ.**

Now this agreement witnessed as under:

That the terms and conditions as mentioned in above NIQ shall form part of this agreement.

Following documents shall also form part of this agreement-

- 1) Price Bid submitted and Technical Bid submitted and
- 2) Work order issued on the basis of above NIQ

Signed by Mr. for and behalf of **Airports Authority of India, Biju Patnaik International Airport, Bhubaneswar-751020 in the presence of**

Witness

1.....

2.....

**Signature of Authorised representative of
Airports Authority of India, Biju Patnaik
International Airport, Bhubaneswar-751020**

Signed by CA..... for and behalf of M/s.in the presence of

Witness

1.....

2.....

**Signature of Authorised representative of
CA Firm**