

# Deoghar Airport Limited

Village-Katia, Post-Gurukul, Deoghar – 814114

No. AAI/KOL/FIN/DAL/2022-23

Dt. 05.04.2023

**Subject: - NIQ Computerized Accounting, Book Keeping, various Accounting Related Services and Taxation of Deoghar Airport Limited (DAL).**

Deoghar Airport Limited (DAL) has been incorporated on 02.07.2019 and MOU for the same has been executed on 25.03.2017 between Airports Authority of India (AAI), Defence Research Development Organization (DRDO) and Government of Jharkhand (GoJ). Subsequently, JV agreement has also been executed on 24.01.2019 between AAI and Government of Jharkhand (GoJ). AAI has 51% share and GoJ has 49% share in Deoghar Airport Limited (DAL).

Hon'ble PM of India has inaugurated Deoghar Airport on 12.07.2022 and subsequently operation of the Airport has been started.

Sealed quotations are invited by Airport Director (Deoghar), Deoghar Airport Limited, Deoghar – 814114 for engaging Chartered Accountant firm for “NIQ Computerized Accounting, Book Keeping, various Accounting Related Services and Taxation of Deoghar Airport Limited (DAL)” at an Estimated Cost of Rs. 1,05,000/- (Rs. One Lakhs Five Thousand only) (All inclusive) Excluding GST, as applicable for a period of one year.

(L1 Bidder will be awarded the job subject to fulfilling the eligibility criteria/terms and condition.)

### **MODE OF SUBMISSION OF QUOTATION/EOI: -**

Following two envelopes (Envelope A –Technical and Envelope B- Financial) shall be submitted by 11.04.2023(14:30 Hrs) in a sealed cover system: -

**Envelope A (Technical)** (Must be super-scribed Outside the envelope) containing copies of the following documents: -

1. Chartered Accountant firm registration certificate.
2. Valid PAN Card,
3. GST Registration Certificate, if any,
4. Experience Certificate as per Annexure – I (to prove meeting eligibility criterion), &
5. Original letter of Acceptance duly signed as per format given in Annexure – II.

**Envelope B (Financial)** (Must be Clearly super-scribed Outside the envelope) containing copies of :-

1. The Financial Bid only in the format given in Annexure – III.

**Both the Envelopes may be sealed in another envelope marked as ‘Master Envelope’. The Master Envelope should be super-scribed “NIQ Computerized Accounting, Book Keeping, various Accounting related Services and Taxation of Deoghar Airport Limited”**

**and addressed to :-**

**The Airport Director (Deoghar),  
Deoghar Airport  
Village- Katia, Post-Gurukul,  
Deoghar– 814114.**

Last date and time of receipt of Master Envelope : 11.04.2023 up to 14:30 IST.  
Date and time of opening of Envelope A (Technical Bid) : 11.04.2023 at 15:30 IST.  
Probable Date and time of opening of Envelope B (Financial Bid): -11.04.2023 at 16:30 IST or shall be notified by email.

**SCOPE OF WORK: -**

- 1) Implementation and installation of all module of Tally software for Deoghar Airport Limited.
- 2) Revenue billing of Aeronautical and Non- Aeronautical on Daily/Quarterly/Monthly/Annual basis in Tally Software from the FY 2022-2023 onwards.
- 3) Booking of Capital and Revenue Expenditure in Tally software from the FY 2022-2023 onwards.
- 4) Fixed Assets Accounting of Deoghar Airport Limited in Tally software from the FY 2022-2023 onwards.
- 5) Quarterly and Annually Financial Statement i.e. Balance Sheet and Profit & Loss Account preparation of Deoghar Airport Limited as per Accounting policy adopted by Airports Authority of India (AAI) and Companies Act, 2013 from the FY 2022-2023 onwards.
- 6) Filing of return and payment related to GST, Income Tax, TDS on Income Tax, TCS, TDS on GST, professional Tax and Labour Cess from the FY 2022-2023 onwards.
- 7) Applying for registration of GST TDS, Professional Tax and Labour Cess etc.
- 8) Any other work assigned by Deoghar Airport Limited related to Finance related activities as per requirement.

**Eligibility Criteria:**

1. **The Chartered Accountant Firms having experience of Computerized Accounting, Book Keeping, Various Accounting Related Services and Taxation are eligible to apply.**
2. **The Chartered Accountant firm must be having registered/ branch office in Deoghar.**

**Award of Work:** The work will be awarded to bidder who will quote the lowest in total for the entire work.

**Liquidated Damages:** -In case of failure to execute the order in full within the specified period, liquidated damages shall be charged @ 1 % per week or part thereof for the remaining part but not exceeding 10% of the contract value. Even the contract can be cancelled at the risk and cost of the bidder in case, the bidder fails to complete the work as per schedule indicated in the work order.

**Payment terms:** - **The Airport Director (Deoghar), Deoghar Airport, Village- Katia, Post-Gurukul, Deoghar-814114** is the paying authority. The payment will be processed every 30 days of satisfactory completion of the work and submission of Tax Invoice. Bank details are mandatory for making E-payment. The payment of the bill is subject to submission and acceptance of the Physical Verification Report by the Competent Authority.

**Terms & Conditions:** -

Duly completed quotation along with requisite documents should reach by Speed/Registered post or in person at the following address on or before **11.04.2023 up to 14:30** Hrs IST positively.

**The Airport Director (Deoghar),  
Deoghar Airport  
Village- Katia, Post-Gurukul,  
Deoghar– 814114.**

Deoghar Airport Limited (DAL) will not be responsible for any delay in submission of Quotation sent by post.

Envelope B of eligible bidders shall be opened after scrutiny of the documents of Envelope A. The amount is to be quoted as per schedule given in the **Annexure – III**. (Quoted Rates must be all inclusive), except GST, as applicable.

Estimated cost of Rs.1,05,000/- (Rs. One Lakhs Five Thousand only) inclusive of all expenditure but excluding GST as applicable i.e. Travelling, Food, Hotel charges, Local conveyance etc. towards the work.

Authorised signatory certificate must be attached in Envelope – A, in case, the quotation is signed by someone other than the proprietor of the firm; in case of partnership firm, copy of partnership document must be enclosed. Incomplete & ambiguous Quotation will be rejected. Corrections or overwriting in the quotation, if any, should be attested.

The bidder who has been debarred by AAI will not be eligible for the EOI/NIQ.

The bidder who has not fulfilled the condition in totality will not be eligible.

DAL reserves the right to accept/reject any Quotation without assigning any reason.

DAL reserves the right to cancel a part or whole of the NIQ without assigning any reason.

Airport Director (Deoghar) will be the Competent Authority and his decision will be binding upon award of job.

Two copies of the final report shall be submitted in a binded /spiral binded form.

Successful bidder should deploy suitable teams for undertaking the Computerized Accounting, Book Keeping, Various Accounting Related Services and Taxation of Deoghar Airport Limited as per scope of work mentioned in the NIQ/EOI in consultation and co-ordination with the unit InCharge. The bidder must ensure that the size of the teams is commensurate with the size of the unit and the volume of work involved. It should be ensured that team is headed at all times by at least Chartered Accountant along with one semi qualified Chartered Accountant.

The Successful bidder will ensure that every information which comes to the knowledge/obtained in respect of the accounting of the units is to be maintained in strict confidence and secrecy.

The work of Accounting needs to be carried out during working hours of Deoghar Airport Limited, i.e. 09:30 Hrs to 18:00 Hrs from Monday to Saturday except holidays.

The NIQ/EOI shall form part of the Award letter.

For any query related to the above quotation a mail can be sent at [apd.deoghar@aai.aero](mailto:apd.deoghar@aai.aero).

**The Airport Director (Deoghar)  
Deoghar Airport  
Village- Katia, Post-Gurukul,  
Deoghar– 814114.**

**Annexure-I**

No. AAI/KOL/FIN/DAL/2022-23

Date:-

Name of the Work: NIQ Computerized Accounting, Book Keeping, various Accounting Related Services and Taxation of Deoghar Airport Limited (DAL).

**Experience Certificate**  
(To be submitted in Envelope A)

List of work undertaken of Computerized Accounting, Book Keeping, Various Accounting Related Services and Taxation carried out during the last three years: -

Sl. No.	Name of Organization	Work Order No./ Client Certificate No.	Date
1.			
2.			
3.			

Signature of the Vendor/Agency: \_\_\_\_\_

Name: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

PAN: \_\_\_\_\_ GSTIN: \_\_\_\_\_

Date: \_\_\_\_\_

**(Sign and seal)**

**Annexure – II**

**ACCEPTANCE LETTER**  
(To be submitted in Envelope A)

No. AAI/KOL/FIN/DAL/2022-23

Date:-

To:

**The Airport Director (Deoghar),  
Deoghar Airport  
Village- Katia, Post-Gurukul,  
Deoghar– 814114**

Subject: - Acceptance of Terms & Conditions of NIQ.

Name of Work: - NIQ/EOI Computerized Accounting, Book Keeping, various Accounting Related Services and Taxation of Deoghar Airport Limited (DAL).

Dear Sir,

1. The NIQ/EOI document for the works mentioned above has been provided/supplied to us by Deoghar Airport Limited and I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document 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 hereby unconditionally accept the NIQ conditions of DAL's NIQ/EOI document in its totality for the above works.
3. It is clarified that after unconditionally accepting the NIQ conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the NIQ/EOI enclosed in envelope "A" & "B" and the same has been followed in the present case. In case any provisions of this NIQ/EOI are found violated after opening envelope "A" & "B". I / we agree that the NIQ/EOI shall be rejected.
4. That, I /We declare that I/we have not paid and will not pay any bribe to any officer of AAI /DAL 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/DAL asks for bribe / gratification, I will immediately report it to the appropriate authority of AAI/DAL.

Yours Faithfully,

(Authorized Signatory with Stamp)

Date: \_\_\_\_\_

**Annexure -III**

No. AAI/KOL/FIN/DAL/2022-23

Date:-

**FINANCIAL BID**  
*(To be submitted in Envelope B)*

Subject: - Submission of Financial Bid.

<b>Total Fees in Rupees as per scope of work (per annum)</b>

Total in words (Rupees \_\_\_\_\_ only).

\*Quoted Rates must be all inclusive but excluding GST as applicable.

**\*L1 BIDDER WILL BE SELECTED ON THE BASIS OF LOWEST OVERALL TOTAL QUOTED PRICE\***

Yours Sincerely

(Authorized Signatory with Stamp)

Name & Address of the Firm: \_\_\_\_\_

Telephone no. \_\_\_\_\_ Mobile no. \_\_\_\_\_ E- mail Id \_\_\_\_\_

Date : \_\_\_\_\_