



AAI Cargo Logistics and Allied Services Company Limited

AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110003

REQUEST FOR PROPOSAL

**Appointment of Chartered Accountants for Internal Audit Services of
AAICLAS for the FY 2020-21 & 2021-22**

TENDER REFERENCE NO. AAICLAS/CHQ/FIN/INTERNAL AUDIT/2020

Date: 04.09.2020

AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED
E- tender for Engagement of Chartered Accountants Firm for Internal Audit Services

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IMPORTANT POINTS TO NOTE

| | |
|--|---|
| TENDER REFERENCE NO. | AAICLAS/CHQ/FIN/INTERNAL AUDIT/2020 |
| TENDER INVITED FOR | Engagement of Chartered Accountants Firm for Internal Audit Services |
| BID SECURITY / EMD | Rs. 46,800.00 (Rupees Forty-six thousand eight hundred only) |
| BID VALIDITY OF THE TENDER | 90 days from the due date for submission of tender |
| PUBLISHING OF TENDER DOCUMENTS ON AAICLAS WEBSITE & CPP PORTAL | 04.09.2020 at 17:00 Hrs. |
| DOCUMENT DOWNLOAD / SELL START DATE & TIME | 04.09.2020 at 17:00 Hrs. |
| START DATE & TIME FOR CLARIFICATION THROUGH CPP PORTAL | 04.09.2020 at 17:00 Hrs. |
| END DATE & TIME FOR CLARIFICATION THROUGH CPP PORTAL | 10.09.2020 at 12:00 Hrs. |
| START DATE & TIME FOR ONLINE SUBMISSION OF BID | 11.09.2020 at 17:00 Hrs. |
| LAST DATE & TIME FOR ONLINE SUBMISSION OF BID | 05.10.2020 at 11:00 Hrs. |
| TIME & DATE OF OPENING OF TECHNICAL BID | 06.10.2020 at 11:00 Hrs. |
| TIME & DATE OF OPENING OF PRICE BID | <i>to be intimated later through CPP Portal</i> |
| PLACE OF OPENING OF TECHNICAL BID | AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED CONFERENCE ROOM AAICLAS COMPLEX, DELHI FLYING CLUB ROAD, SAFDARJUNG AIRPORT, NEW DELHI-110003 |
| For further details please visit | http://www.aaiclas-ecom.org/ https://etenders.gov.in/ |

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NOTICE INVITING ONLINE TENDER

1. Online tenders through e-procurement mode are invited by AAI Cargo Logistics and Allied Services Company Limited ("AAICLAS") for Engagement of Chartered Accountants Firm for Internal Audit Services for a period of 24 months.
2. The tender document is made available through e-procurement mode and open for downloading free of cost from AAICLAS's official website <http://www.aaiclas-ecom.org/> and CPP Portal <https://etenders.gov.in/eprocure/app> between mentioned period in NIT.
3. The tender document consists of two volumes- Volume I: Technical Bid and Volume II: Price Bid.
4. The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.
5. The Bid security (EMD) as per Clause 4 of Section-III shall be paid as described in the Tender Document.
6. The offer (both Technical & Price) 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.
7. 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 mention documents to qualify for the award of the contract.
 - a) The bidder should submit self-declaration in the covering letter as mentioned in Format- I, stating that the bidder has not been blacklisted /debarred by any Government department/agency / falling under the denied entity list of 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-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 either Notarized or Self attested copies of the documents. The Tenderer has to produce the original documents for verification before issuing letter of award. Failure to produce the original documents will be treated as void/ non-responsive and is liable to get rejected. Then the offer will be given to L2 to match the price of L1 for getting the award.***
8. The prospective Tenderer shall submit queries, if any, through CPP portal as per the mentioned deadline, so that the queries can be clarified. The bidders' queries will be clarified through CPP portal.
9. The last date of online submission of offers will be as per the given date & time as provided in NIT unless otherwise notified. In the event of changes in the schedules, Manager (F), Room no 10, AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110003 will notify the same only through <http://www.aaiclas-ecom.org/> and CPP Portal <https://etenders.gov.in/eprocure/app>.

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- 10.** If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

Manager (F)

AAI Cargo Logistics and Allied Services Company Limited
AAICLAS Complex, Delhi Flying Club Road
Safdarjung Airport, New Delhi-110003

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GENERAL INFORMATION

ORGANISATION

AAICLAS was incorporated on 11 August, 2016 under the Companies Act, 2013. The Company is primarily engaged in the business of cargo logistics and allied services. The cargo business was earlier a business division of AAI. The entire business activity related to this division has been transferred by AAI to the company w.e.f. 01.04.2017.

AAICLAS has presence in 22 states with cargo & other related services at 29 airports out of which it proposes to conduct audit at 20 airports and CHQ, Delhi. The audit will be conducted in two phases, i.e., Phase I and Phase II for FY 2020-21 and FY 2021-22 respectively.

Please visit AAICLAS website at <http://www.aaiclas-ecom.org/> for more information about AAICLAS.

SCOPE OF WORK

Major areas to be covered during the course of Internal Audit

The Internal Audit shall be carried out in accordance with the Auditing Standards and Accounting Standards prescribed by the Institute of Chartered Accountants of India and will include such tests and controls, as the Auditor considers necessary under the circumstances. The scope of Internal Audit encompasses the examination and evaluation of the adequacy and effectiveness of the organization's system of internal control with special emphasis on the following:

1. Financial Accounting & Financial Reporting Systems

The overall Financial accounting & Financial reporting system to be checked thoroughly with the special stress on the below items:

- a) All Accounting is being done as per Accounting Standards and Accounting Policies of AAICLAS.
- b) Cash, bank, journal vouchers including rectification vouchers are prepared correctly and trial balance is prepared accordingly.
- c) Bank statements & monthly bank reconciliation statements.
- d) Maintenance of Cash Book and Cash verification including position of soiled notes.
- e) Balance confirmation with all Debtors & Creditors.
- f) Foreign currency transactions.
- g) TDS & payment of Statutory dues in time.
- h) Prior period adjustments.
- i) Provisions and contingent liabilities.
- j) Bank Guarantees & FDRs.
- k) Timely recovery of advances and interest.

2. Billing and receivable

- a) Checking the billing terms and conditions as per the provisions of the contract.
- b) Ensure that the timely bills are being raised as per provisions of the billing terms and conditions. Major deviations are to be reported.
- c) Check the charges applicable for various cargo activities in line with the major and non-major airports as the case may be.
- d) Collections from the client with respect to the collection period. Scrutiny of receipts in bank.
- e) The review of the receivables has been carried out as per Guidelines issued by Company from time to time.
- f) Receivables ageing and realization analysis.
- g) Review of Security Deposits.
- h) GTO figures provided by the contractors may also be verified as submitted by the contractors for royalty computation.
- i) In case of final bill, ensure that it should include variation in quantity, non-schedule items, price escalation etc, if any.
- j) PDA reconciliation to be carried out.

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3. Procurement of materials and services

- a) Robustness and sufficiency of processes.
- b) The tenders should be floated as per commercial manual, and approval of the competent authority as per the DOP.
- c) Verification of purchase procedure on the basis of indents, purchase orders, quotations, price comparative statements, authorized distributor list, etc.
- d) Checking of material receipts on the basis of purchase orders, delivery challans/ invoices, weigh slips with the goods receipt notes.
- e) Compliance to quality control procedures.
- f) Checking issue of materials on the basis of issue slips, authorized signatory list, etc.
- g) Earnest money provided should be kept in safe custody and to be checked for sufficiency and validity.

4. Profit and Loss Analysis

Comparing the actual expenses incurred with the budget estimates and analysing the variances. Obtaining comments from the management.

5. Establishment matters

- a) Checking of wages and salaries of different categories of employees including officers, contract staff, monthly and daily rated workers on the basis of their respective terms and conditions of employment.
- b) Test check a few individual files of personnel posted at site.
- c) Comparison of actual manpower deployment with the monthly budgets.
- d) Ensure compliance of PF and ESIC laws.
- e) Payroll and leave records.

6. Statutory registrations, deductions and payments

- a) Identification of legal framework and statutes as applicable and compliance thereof.
- b) Check registrations/renewals with different statutory authorities like labour department, PF, ESIC, GST, Professional Tax, etc.
- c) Ensure correct deductions and recoveries of taxes and statutory levies like TDS, TCS, GST, PF, ESIC, Professional Tax, labour Cess etc.
- d) Ensure timely payment and deposit of taxes and other statutory levies.
- e) Any material procured from Micro, Small and Medium Enterprises (MSME), provisions of MSMED Act to be followed.
- f) Adherence to time limits in filing prescribed returns.
- g) Verify system of availing input tax credit on purchases.
- h) Status of assessments before various tax authorities.
- i) Details of statutory disputes and cases pending before various authorities with financial implications for being treated as contingent liabilities.

7. Assets and Liabilities

- a) Ageing of advances and scrutinizing debit balances, including advances to staff, workers, suppliers, subcontractors, pieceworkers and other parties. Classification

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into recoverable and non- recoverable advances. Assessing the adequacy of provision of doubtful advances. Matching advances against corresponding liabilities.

- b) Assessing the proper estimation and adequacy of provisions made at the year-end and outstanding liabilities. Scrutinize all credit balances.
- c) Identifying pre-paid expenses.
- d) Maintenance of Fixed Assets register, Physical verification and calculation of depreciation.

8. Insurance Policies

- a) Insurance coverage of all the plants and equipment installed at the stations.
- b) Cash insurance cover for cash in-transit between the bank and the project site and cash held in safe at the office.

9. Security & Operation controls

- To carry out Physical Verification of the serviceable CCTVs/ETDs/HHMDs/DFMDs/XBIS and other security equipment in line with the latest guidelines issued by the BCAS or any other regulatory requirements. Also, check the storage of the CCTVs footage.
- To check that the entry in the cargo terminal must be restricted for the bona fide users only subject to submissions of proper individual identity documents. However, display of AEP is mandatory.
- To check that Daily Entry Passes should be issued on the basis of valid document with individual ID proof after charging the applicable fee, as prescribed from time to time.
- To check that persons carrying bags/ briefcases etc. are required to be kept in the designated area as notified by the Terminal Operator from time to time. Unattended articles, if any, shall be handed over to the Police/CISF.
- To check that Photograph/video etc. is prohibited in the cargo terminal.
- To check that no dutiable items or any other material should be brought in the cargo terminal either in person or in vehicles without specific permission in writing by the authorized agencies.
- To check that Packing/repacking of all packages must be sealed after the customs examination.
- To ensure that no contents can be removed from any package unless the same is permitted by the competent authority.
- To ensure that in case of any wilful damage is done by any CHA or any other person, the same will be liable to be punished as per the provisions of the Cargo Terminal Operator.
- To check that all the entries of the excess Landed Cargo/ Lost & Found etc. will be deposited with the designated officials. In case of LP items, same will be handed over to the owner after proper verification on submission of the documents.
- Ensuring that all the instructions issued by the Customs for compliance of custodianship, BCAS for security, IATA/ICAO/ISO for terminal cargo operation.

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- To check that firefighting equipment, Fire control room and periodically inspection by the Department of Fire ensuring all validity of the fire equipment.
- To check that PA system, emergency response, Control Room, MI room also ensure the system of recording for the Bomb Hoax calls etc. in line with the BCAS norms.
- To check that verification of weight variation/ UT/ damage/Pilferage/Theft/Offloading registers with proper entries.
- To check that Display of Cargo Safety and Security signage at conspicuous points.
- Verification of GHA/O&M agencies security clearance with verification of individual antecedents of all the manpower deployed by the agencies.
- Surprise checks of cargo terminal during the night shifts and SOPs as circulated by the station in-charge.
- Ensuring proper deployment of security staff i.e., DGR sponsored agencies, CISF of all entries/exits (City side/Apron side/Operational gates etc. in line with the sanctioned strength notified by the Dte. Of Security.
- Verification of all safety and security of vulnerable/sensitive/electronic/TP/DGR/P-checks/Detained/Dip mail cargo W/Ms including proper entries and manned by the security.
- To check that all movements of all valuable cargo and whether the valuable cargo is stored and released as per the standard of norms fixed from time to time.
- Check all the cargo equipment are operated by the designated workers only along with the movements of Fork lifts etc. in case of cargo movement. A log book may also be verified to check the daily entries.
- To check that record of X-ray screeners and their antecedents with proper entries in the screening registers.
- To check that proper display of all sign boards such as no Bribe as per CVC format, Tariff rates/ Fine penalties/ General instructions/ Parking rates/ Gate numbering/ rack numbering etc.
- Verification of Random checking of cargo binned registers.
- Ensuing that all documents are signed/stamped at the time of processing of Cargo.
- To check that all cold storage facility(s) displays the temperature maintained as shown/required.
- To check that the dangerous good shed has requisite signage for safe custody of DGR Cargo including separated enclosure for radioactive materials. Display of compatible chart of DGR goods, emergency response procedure for DGR goods. Timely disposal of radioactive material with the BARC or any other regulatory agency.
- To check that the fork-lifts deployed display the capacity of each fork-lift(s) and tests carried-out periodically.
- To check that proper storage system for empty ULDs on the air-side including for lashing nets/ belts etc.

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10. ICMS Controls

- a) To check the use of ICMS/EDI and IT system in line with the latest guidelines issued by the customs.
- b) Check all the users of the ICMS system in line with the authorization issued by the nodal officer. Also ensure the password blocked in case of any official is transfer/change of duties/rotation etc.
- c) Check all the manual entries done during the non-availability of ICMS system along with the proper authorization for amendment, manual let export/out of charge, cancellation of GPs etc.
- d) Rechecking of data fed in the ICMS system in line with the hard copies of the manifest.
- e) ICMS reconciliation with Accounting systems.

11. Un-cleared Cargo

- a) Ensuring of physical inventory on monthly basis, preferably on every 2nd Saturday of the month. Discrepancy if any to be brought to the notice of authorized officials.
- b) Conducting of e-auctions on monthly basis for disposal of un-cleared Cargo.
- c) Ensuring of Disposal activities in line with latest customs guidelines.

12. Others

- a) To check that Help Desk/Suggestion Box must be available the prominent place of the cargo terminal.
- b) To ensure that the grievance redressal system time-lines to be maintained.

13. The internal auditor is required to give a presentation to the Audit Committee after final submission of the report(s) to the management of the company.

14. The competent authority may assign any other work which is not specified in the above scope of work.

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Stations covered under audit as per Scope of Work

| S.No. | Stations/ Airports |
|--------------|---------------------------|
| | Phase- I |
| 1. | CHQ, New Delhi |
| 2. | Chennai |
| 3. | Kolkata |
| 4. | Ahmedabad |
| 5. | Indore |
| 6. | Goa |
| 7. | Pune |
| 8. | Bhubaneswar |
| 9. | Port Blair |
| 10. | Ranchi |
| 11. | Raipur |
| 12. | Trivandrum |
| | Phase- II |
| 1. | CHQ, New Delhi |
| 2. | Chennai |
| 3. | Kolkata |
| 4. | Jaipur |
| 5. | Lucknow |
| 6. | Srinagar |
| 7. | Calicut |
| 8. | Coimbatore |
| 9. | Mangalore |
| 10. | Tiruchirappalli |
| 11. | Visakhapatnam |
| 12. | Guwahati |

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Section II

Volume -I Technical Bid

1. Eligibility Criteria:

The Bidder should fulfil all the following parameters for evaluation of Technical Bid: -

- (i) The Bidder should be a Partnership Firm / LLP of Chartered Accountants registered in India having experience of 10 (Ten) years.
- (ii) The Bidder should have average annual gross receipts / turnover (total consultancy fee, filing fee etc. charged in the process of usual business but excluding other Income) of Rs. 2 (Two) crores in the last 3 (Three) completed financial years i.e. 2016-17, 2017-18 and 2018-19.
- (iii) The Bidder should have minimum 3 (Three) full time qualified CAs as partners out of which at least 1 (One) should be having at least 8 years of post-qualification experience in the internal audit field.
- (iv) The Bidder should have minimum 3 (Three) paid qualified CAs (other than partners) out of which at least 1 (One) should have minimum 3 years post qualification experience in internal audit field.
- (v) The Bidder should have undertaken similar internal audit assignments of at least 3 (Three) Central /State PSU / Listed / Public Limited Company having annual turnover of Rs.200 crores or more for a continuous period of at least one year in the last 3 financial years i.e. F.Y.2016-17 ,2017-18, and 2018-19.
- (vi) The Bidder should have full time office in Delhi/NCR.
- (vii) The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.

2. Evaluation criteria: -

Evaluation will be done only for the bidders satisfying all the parameters of eligibility criteria.

The Bidders/Applicants should fulfil the following Evaluation criteria:

| S. No. | Evaluation Criteria | Marks | Documents to be submitted |
|--------|--|-------|---|
| 1. | Legal Status of the Bidder The Bidder should be a Partnership Firm / LLP of Chartered Accountants registered in India having experience of 10 (Ten) years. Minimum marks for 10 years' experience will be 5. For each additional full year of experience, 1 additional mark will be awarded subject to maximum of 10 marks. | 10 | Self-Certified copy of Registration issued by Institute of Chartered Accountants of India. |
| 2. | Financial capacity The Bidder should have average annual gross receipts / turnover (total consultancy fee, filing fee etc. charged in the process of usual business but excluding other Income) of Rs. 2 (Two) crores in the last 3 (Three) completed financial years i.e. 2016-17, 2017-18 and 2018-19. Minimum marks for the criteria for having average annual turnover / receipts of Rs. 2 Crores in the last 3 completed financial years will be 5. For each additional Rs. 1 (one) crore turnover / receipts, | 10 | Audited financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified. |

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| | additional 1 mark will be awarded subject to maximum of 10 marks. | | |
| 3. | <p>Experience</p> <p>The Bidder should have minimum 3 (Three) full time qualified CAs as partners out of which at least 1 (One) should be having at least 8 years of post-qualification experience in the internal audit field.</p> <p>Minimum marks for the criteria will be 5. The Partner who will associate /deal with AAICLAS should be named. The Partner having 8 years of post-qualification experience should only be named. The bidder having the partner so named having experience of more than 8 years will be awarded one additional mark for each additional year of experience in internal audit subject to maximum of 10 marks.</p> | 10 | <p>List of the partners along with the resume giving the brief details of relevant experience in Internal Audit and the membership no. The list should be attested by Managing Partner / Senior Partner establishing the fulfilment of criteria.</p> <p>The resume should separately mention the work done and period of experience in Internal Audit.</p> |
| 4. | <p>Service Provider Resources</p> <p>The Bidder should have minimum 3 (Three) paid qualified CAs (other than partners) out of which at least 1 (One) should have minimum 3 years post qualification experience in internal audit field.</p> <p>Minimum marks for the criteria will be 5. The above qualified employee who will associate /deal with AAICLAS should be named. Employees having 3 years of post-qualification experience should be named. The bidder having the employee so named having experience of more than 3 years will be awarded 1 additional mark for each additional year of experience in Internal Audit subject to maximum of 10 marks.</p> | 10 | <p>List of qualified CA's as per payroll listing along with the Segment handled, membership no. and post qualification experience in Internal Audit. The list shall be certified by the Managing Partner / Senior Partner establishing the fulfilment of criteria.</p> |
| 5. | <p>Assignment Undertaken</p> <p>The Bidder should have undertaken similar internal audit assignments of at least 3 (Three) Central /State PSU / Listed / Public Limited Company having annual turnover of Rs.200 crores or more for a continuous period of at least one year in the last 3 financial years i.e. F.Y.2016-17 ,2017-18, and 2018-19.</p> <p>Minimum marks for the criteria will be 5. For each additional similar assignment handled for a continuous period of at least 1 year during last 3 financial years, additional 1 mark will be awarded subject to maximum of 10 marks.</p> | 10 | <p>List of assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of assignment and turnover for the relevant F.Y. The list shall be certified by the Managing Partner / Senior Partner.</p> <p>Proof of execution of services / other credentials (award letter and certificate of completion/certificate of continuation of service in case of ongoing assignment on company Letter head clearly indicating services provided, financial year of provision of</p> |

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| | | | service, etc) and Audited Balance Sheet & P&L of the client for determining the turnover. |
| | Other criteria's | | |
| 6. | The Bidder should have full time office in Delhi/NCR. | No value | Proof of address, Ownership documents, lease / rent deed, electricity / water bill etc. |
| 7. | The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India. | No value | Self-declaration |

Note: -

1. The Bidder scoring at least 35 marks in technical criteria apart from meeting minimum specified eligible criteria in all the categories will be selected as Technically Qualified Bidder.
2. The Technical bid prepared by the bidder shall comprise of:
 - (i) The original financial instrument or original letter containing complete remittance details of NEFT/RTGS transfer towards EMD.
 - (ii) Covering Letter as specified in Format I.
 - (iii) Unconditional Acceptance Letter as specified in Format II.
 - (iv) Evaluation criteria as specified in Format III along with all documentary evidences.
3. Documentary Evidence
 - (i) Technical bid of only those bidders will be evaluated whose Evaluation Criteria Documents are found in order.
 - (ii) Detailed Technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above. In case any document is not submitted, bidder will be given another opportunity to submit the same once for all.
 - (iii) Non-submission of requisite documents after the same will lead to disqualification from Tender process.
4. Documentary evidence needs to be submitted duly self-attested by the bidder for each of the Evaluation criteria.
5. Self-declaration needs to be signed by authorized signatory(s).
6. During evaluation of the bids, AAICLAS may at its discretion ask the Bidders for clarification of their bids or any other document previously asked or now required as deemed fit by the Competent Authority, if required.
7. Decision of AAICLAS in all matters regarding appointment of Auditor, their eligibility, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced, award of assignment and any other matter relating to this notification will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by AAICLAS in this regard.

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 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 AAICLAS on account of Scope of Work provided in tender. Rate quoted shall be firm & shall not be quoted with price variation / discount clause.

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

GST is required to be quoted separately in the price bid. Non-quoting of GST separately in the price bid will be deemed to be included in the price quoted. Thus, additional claim on account of GST shall not be entertained at any cost.

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The Period of engagement of Auditor shall be Two (2) years from the date of acceptance of award of Contract by the Auditor.

2. PAYMENT TERMS

No Advance shall be paid by AAICLAS. The payment shall be released after the presentation of the respective report to the Audit Committee of AAICLAS.

All payment shall be subject to recoveries towards statutory deductions. The payment will be made by electronic transfer.

3. SECURITY DEPOSIT

The Successful bidder shall be required to pay the 10% of the contract value towards security deposit. SD so required can be deposited by the bidder or can be deducted by AAICLAS from the payment to be made. The SD amount so recovered or deposited will be released after 6 months from the successful completion of the contract. No interest shall be paid on SD deposited by the party.

4. EARNEST MONEY DEPOSIT (EMD)

The Firm / Organization should submit the Earnest Money Deposit (EMD) for Rs. 46,800.00 (Rupees Forty-six thousand eight hundred only) in the form of a RTGS/NEFT/demand draft issued by a Nationalized Scheduled Bank (but not Co-operative and Gramin Bank) in favour of "AAI Cargo Logistics and Allied Services Company Limited payable at New Delhi". The demand draft is to be submitted in Envelop 1 along with technical bid. The EMD of the unsuccessful bidders shall be returned as soon as the Auditor is appointed. The EMD of the successful bidder shall be adjusted against security deposit (SD). No interest shall be paid on EMD deposited by the party. Details of AAICLAS Bank Accounts is given as below: -

| Particulars | Details |
|---------------------|---|
| Bank Account No. | 000705044092 |
| Name of Bank | ICICI Bank |
| Name of Beneficiary | AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED |
| Bank Address | 9A, Phelps Building, Connaught Place, New Delhi-110001 |
| IFSC Code | ICIC0000007 |

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Submission of Tender

COVER - I DETAILS: TECHNICAL BID

The following documents shall be submitted online only:

| S. No. | Particulars | Page no. of scanned documents |
|---------------|--|--------------------------------------|
| (i) | Scanned copy of the financial instrument or letter containing complete remittance details of NEFT / RTGS transfer towards EMD. | |
| (ii) | Scanned copy of the Self-Certified copy of Registration issued by Institute of Chartered Accountants as per Evaluation Criteria no. 1 | |
| (iii) | Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) for FY 2016-17, 2017-18 and 2018-19 as per Evaluation Criteria no. 2 | |
| (iv) | Scanned copy of the List of Partners and Resume of the partners giving the brief details of relevant experience with membership no., same should be attested by Managing partner /senior partner as per Evaluation Criteria no. 3 | |
| (v) | Scanned copy of Payroll listing for the qualified CA along with membership no., the Segment handled and years of post- qualification experience in Internal Audit, same should be certified by Managing partner /senior partner as per Evaluation Criteria no. 4. | |
| (vi) | Scanned copy of List of Assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of the assignment and turnover for the relevant F.Y certified by Managing Partner/Senior Partner AND Proof of execution of services/ other credentials (Award Letter and certificate of completion/continuation of service in case of ongoing assignment on company letterhead indicating services provided, Financial year/Time Period of provision of service etc.) as per Evaluation Criteria no. 5 | |
| (vii) | Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5 | |
| (viii) | Scanned Copy of Proof of Address as per Evaluation Criteria no. 6 | |
| (ix) | Scanned copy of the Self declaration as mentioned in Format I. The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India as per Evaluation Criteria no. 7 | |
| (x) | Scanned copy of PAN, TAN, and GST No. of the Firm/LLP | |
| (xi) | Scanned copy of filed Format I, Format II and Format III | |
| (xii) | 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. | |

AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED
E- tender for Engagement of Chartered Accountants Firm for Internal Audit Services

The following documents shall be submitted in original also: -

- (i) The original Demand Draft or original letter containing complete remittance details of NEFT / RTGS transfer towards EMD. The EMD document must reach AAICLAS in corresponding address before opening of Technical Bid as per the date and time given in this tender.

COVER II - DETAILS: PRICE BID

Price should be quoted in the spread sheet file (.xls format) available in e-procurement 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-procurement mode only will be taken up for the purpose for evaluation. No hard copy shall be submitted for reference purpose.

5. EVALUATION PROCESS:

- i. **A proposal shall be considered responsive (after getting required clarification / documents if any as mentioned in note 3, Volume 1 Technical Bid) 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 mentions the validity period as set out in the document
 - g) It provides the information in reasonable detail. The AAICLAS reserves the right to determine whether the information has been provided in reasonable detail.
 - h) There are no significant inconsistencies between the proposal and the supporting documents.
 - i) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
 - j) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
 - k) The AAICLAS 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 AAICLAS in respect of such Tenders.
 - l) The AAICLAS would have the right to review the Technical Qualification and seek clarifications wherever necessary.
- ii. Since the tender involves selection based on pre-qualification 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 unsuccessful / rejected 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.
 - b) The 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. Though only one chance will be given to the bidders after the closing date to complete the submission by giving required documents.

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- c) The decision of AAICLAS in all matters regarding engagement of Chartered Accountants Firm for Internal Audit Services will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAICLAS in this regard.

6. OPENING OF TENDER

- a) The Technical Bid shall be opened at **11:00 Hrs.** on **06.10.2020** in the presence of the interested bidders or their authorized representatives in the conference room of:

AAI Cargo Logistics and Allied Services Company Limited

AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport

New Delhi-110003

- b) The Financial bid of those bidders who are technically qualified, shall be opened after technical evaluation and bidders would be intimated later through CPP Portal.
- c) AAICLAS reserves the right to extend the date of receiving/opening of the bids.
- d) AAICLAS reserves the right to call for any other details or information from any of the bidder(s).

7. Selection Criteria

The final selection of the successful bidder from the technically qualified bidders will be done by considering combined score of the bidders from technical as well as financial bid in the following manner: -

| Criteria | Maximum Marks (weightage) | Method of allotting marks for Combined Score |
|--------------|---------------------------|--|
| Financial | 50 | The bidder with the lowest quote will be awarded 50 marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 50 marks. A bidder quoting Rs.100/- will get $(60/100) \times 50 = 30$ marks. |
| Technical | 50 | Actual marks scored by the bidder on the basis of extent of fulfilling evaluation criteria. |
| Total | 100 | |

NOTES:

- a) The Financial Bid as per Format IV has to be submitted ON-LINE only.
- b) All marks will be rounded off up to 2 decimal places. The bidder getting the maximum combined score (Technical and financial) out of 100 will be selected as the successful bidder.
- c) In case of a tie, preference will be given to the bidder with higher financial score i.e., having quoted the lower fee. In case of a tie in financial as well as technical score, the AAICLAS can award the assignment to any one of the bidders at its sole discretion.

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- d) AAICLAS reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- e) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue, to be intimated to the Technically Qualified bidders.
- f) If there is a discrepancy between words and figures, the figures 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 Firm'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, AAICLAS reserves the right to reject such offer at any stage or to cancel the contract, if awarded & forfeit the EMD.

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through CPP portal, only within the specified period.

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 AAICLAS by issue of addenda/corrigendum.

Addendum/corrigendum, if any, will be hosted at CPP Portal and shall become a part of the tender document. All Tenderers are advised to see the CPP Portal 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 Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given if considered necessary by AAICLAS.

3. REJECTION OF BID

AAICLAS reserves the right to reject the conditional or incomplete offer.

AAICLAS 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 action.

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 AAICLAS.

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 AAICLAS and the Auditor shall have no rights to use the information for any purpose other than that expressly authorized by AAICLAS.

6. Termination of services

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

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 AAICLAS management subject to a written appeal by the Auditor to the management 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 AAICLAS premises. Authority shall be providing only necessary furniture and electric connection to the Auditor when they are required to work in AAICLAS's premises.
- 11.** The soft copies of the data/information as well as the printouts of the data/information provided during the contract period, shall be the property of AAICLAS 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 AAICLAS at any stage.
- 12.** AAICLAS 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 AAICLAS 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.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

Bidders to follow the following procedure to submit the bids online through the e-Procurement portal <http://tenders.gov.in>.

- 1.** Bidder should do Online Enrolment in this Portal using the option “Online Bidder Enrollment” 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, purchase order details 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 accepts 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.

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- 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.** In case of Offline 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-Procurement 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 eProcurement system to the TIA well before the bid submission end date and time **(as per Server System Clock).**
- 26.** For any queries related to the Bid documents, the bidders are asked to contact by through CPP Portal strictly as per timelines notified in NIT. All queries will be replied by CPP 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 eprocure.gov.in on or before the due date and time.
- 29.** Tenderer should submit the tender for Engagement of Chartered Accountants by AAICLAS in accordance with the Instructions to Bidders & Terms & Conditions of Tender.

AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED
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30. Assistance to Bidders:

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b. 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. For any Technical queries related to Operation of the Central Public Procurement Portal Contact at:
24 x 7 Toll Free Telephonic Help Desk Number
Tel: 0120- 4200462, 0120-4001002.
E-Mail: CPPP-doe@nic.in; support-eproc@nic.in

Note: Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while e-mailing any issue along with the Contact details. For any issues / clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

- c. In case of any issues faced, the following person may be contacted in office hour only:

| S. No. | Support Persons | E-Mail Address | Contact Number | Timings* |
|--------|-----------------|------------------------|----------------|-----------------------------|
| 1. | Help Desk | ak.mishra742@gmail.com | +91 8804377070 | 0930-1800 Hrs. (Mon-Fri) |

* The help desk services shall remain closed on all Govt. gazetted holidays.

- d. The above-mentioned help desk numbers are intended only for queries related to the issues on CPP e-Procurement portal and help needed on the operation of the portal.

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Format-I
(To be uploaded online)
Section VI

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

Date:

To

Manager (F)
AAI Cargo Logistics and Allied Services Company Limited,
AAICLAS Complex, Delhi Flying Club Road,
Safdarjung Airport, New Delhi-110003

Sir,

Sub: E -TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM FOR INTERNAL AUDIT SERVICES

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. No. | Particulars | Page no. of scanned documents |
|--------|---|-------------------------------|
| (i) | Scanned copy of the financial instrument or letter containing complete remittance details of NEFT / RTGS transfer towards EMD. | |
| (ii) | Scanned copy of the Self-Certified copy of Registration issued by Institute of Chartered Accountants as per Evaluation Criteria no. 1 | |
| (iii) | Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) for FY 2016-17, 2017-18 and 2018-19 as per Evaluation Criteria no. 2 | |
| (iv) | Scanned copy of the List of Partners and Resume of the partners giving the brief details of relevant experience with membership no., same should be attested by Managing partner /senior partner as per Evaluation Criteria no. 3 | |
| (v) | Scanned copy of Payroll listing for the qualified CA along with membership no., the Segment handled and years of post- qualification experience in Internal Audit, same should be certified by Managing partner /senior partner as per Evaluation Criteria no. 4. | |

AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED
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| | | |
|--------|--|--|
| (vi) | Scanned copy of List of Assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of the assignment and turnover for the relevant F.Y certified by Managing Partner/Senior Partner AND Proof of execution of services/ other credentials (Award Letter and certificate of completion/continuation of service in case of ongoing assignment on company letterhead indicating services provided, Financial year/Time Period of provision of service etc.) as per Evaluation Criteria no. 5 | |
| (vii) | Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5 | |
| (viii) | Scanned Copy of Proof of Address as per Evaluation Criteria no. 6 | |
| (ix) | Scanned copy of the Self declaration as mentioned in Format I. The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India as per Evaluation Criteria no. 7 | |
| (x) | Scanned copy of PAN, TAN, and GST No. of the Firm/LLP | |
| (xi) | Scanned copy of filed Format I, Format II and Format III | |
| (xii) | 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. | |

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: _____ Authorised Signatory

Name of the bidder: _____

Company Seal: _____

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E- tender for Engagement of Chartered Accountants Firm for Internal Audit Services

Format-II
(To be uploaded online)
Section VI

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

To

Manager (F)
AAI Cargo Logistics and Allied Services Company Limited,
AAICLAS Complex, Delhi Flying Club Road,
Safdarjung Airport, New Delhi-110003

Sub: - Acceptance of AAICLAS NIT conditions

Ref: E -TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM FOR INTERNAL AUDIT SERVICES

Sir,

I/We have read all the clauses, terms and conditions of E-Tender by AAICLAS for “**ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM FOR INTERNAL AUDIT SERVICES**” 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 AAICLAS for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of AAICLAS asks for bribe/gratification, I/We shall immediately report it to the appropriate authority in AAICLAS.

Sincerely yours’

(Signature of the Tenderer with rubber stamp)

Date:

Place:

AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED
E- tender for Engagement of Chartered Accountants Firm for Internal Audit Services

Format-III
(To be uploaded online)
Section VI

TECHNICAL BID

| | | | | | | | |
|-----|---|---------------------------------------|--------------------------|----------------------|--------------------------------|----------------------|-----------------------------------|
| 1. | Name of the Firm / LLP | | | | | | |
| 2. | Complete Postal Address: | | | | | | |
| 3. | Pin code / Zip code | | | | | | |
| 4. | Contact Information Office Phone Number: Mobile Number: 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. | Registration Details (attach proof) Firm/LLP Registration Number & Date: PAN & TAN: GST Registration No.: Others, if any: | | | | | | |
| 9. | Details of experience (should be supported with copy of work order/agreement: *Completion certificate to be enclosed. | S. No. | Year for which appointed | Name of the PSU/Unit | Gross turnover of the PSU/Unit | Nature of Assignment | Date of completion of assignment* |
| | | | | | | | |
| 10. | Turnover of Chartered Accountant Firm (Year wise) | S.No. | F.Y. 2016-17 | F.Y. 2017-18 | F.Y. 2018-19 | | |
| | | | | | | | |
| 11. | Debarred/black listed by CBI/CVC/any other Government agencies | Yes/ No | | | | | |
| 12. | Details of EMD: - | Demand Draft no. / RTGS /NEFT UTR No. | | Date | Name and address of Bank | Amount (INR) | |
| | | | | | | | |
| 13. | Bank Account Particulars: | | | | | | |

AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED
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| | | |
|--|---|--|
| | <p>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</p> | |
|--|---|--|

I / we hereby confirm that the particulars given above are correct and complete and also undertake to inform any future changes to the above details.

Name, seal & signature of the Authorised signatory

AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED
E- tender for Engagement of Chartered Accountants Firm for Internal Audit Services

Format-IV
(To be uploaded online)
Section VI

FINANCIAL BID

Note:

- a) The amount shall be conspicuously written both in figures as well as in words. In case of discrepancy between the amount offered in figures and words, the offer written in words shall only be considered.
- b) Rate should be quoted in the spread sheet file (.xls format) available in e Procurement Portal only and shall be signed digitally by a person or persons duly authorized to sign on behalf of bidders.
- c) GST is required to be quoted separately in the price bid. Non-quoting of GST separately in the price bid will be deemed to be included in the price quoted. Thus, additional claim on account of GST shall not be entertained at any cost.
- d) The above amount is inclusive of all other expenses to be incurred by auditor to carry out the audit work as per scope.

(Signature of the Tenderer with rubber stamp)

Place:

Date:

FORMAT OF AUDIT REPORT

Cover Page

Internal Audit Report

of <station/ airport>

For the period <insert date> to <insert date>

Conducted by: <insert>

Date of issue: <insert date>

AUDIT REPORT

1. Introduction

- a) Name of the Auditors:
- b) Name of the Unit Audited:
- c) Period covered under the audit:
- d) Brief description about the unit:
- e) Time period allotted (CAs):
- f) Time taken:

2. Objective & Scope:

The objectives of the audit are:

A. Risks:

- a) To identify the key risk areas.
- b) To identify severity & seriousness of identified risks.
- c) Suggest Mechanism for mitigation of identified risks.

B. Manuals/Procedures:

- a) To identify the adequacy of controls.
- b) To evaluate the effectiveness of controls.
- c) Recommend new controls wherever required.

Scope of Audit:

- A. The scope is indicative not exhaustive as mentioned in Section I of the NIT.
- B. The additional areas/ issues covered to be indicated in the report.

3. Methodology Adopted:

Explain the methodology adopted in conducting the internal audit i.e., Personal Discussion, Observations, sampling, sampling size used to include the number of records verified and the type of records etc, the checklists used if any.

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4. Audit Observations:

Each audit observation to contain the following particulars: -

(i) Objective: To which audit objective this observation/area relates to may be specified.

(ii) Observation:

- What is the existing condition?
- What is the deviation
- Deviation from what procedure/rule etc.

(iii) Effect/Consequences: What is the impact of the observation on the internal control system and significance of the deviation?

(iv) Corrective Action and Recommendation: What is the corrective action required? Any suggestion/ recommendation for avoiding the recurrence of the situation.

5. Recommendations:

Any other recommendations by the Auditor not covered in the (Para 4) in the above for strengthening and improvement in the effectiveness of internal control and procedures.

6. Conclusion:

Whether the internal controls over financial reporting are adequate and effective:

- (i) For ensuring orderly and efficient conduct of the operations.
- (ii) Adherence to Company's policies.
- (iii) Safeguarding its assets.
- (iv) Prevention and detection of frauds and errors.
- (v) Accuracy and completeness of accounting records.
- (vi) Fulfilment of legal obligations.