



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

निविदा

TENDER DOCUMENT

(Ref. AAI/ASR/Fin/GST-Consult/20-21)

Tender ID 2020_AAI_57434_1

**NAME OF WORK: "GST CONSULTANCY WITH FILING OF GST RETURNS
FOR AAI, SRI GURU RAM DASS JEE INTERNATIONAL
AIRPORT, AMRITSAR"**

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**Name of Work : GST Consultancy with filing of GST returns for AAI, SGRDJI
Airport, Amritsar.**

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TENDER SCHEDULE

| | |
|---|---|
| Name of Work | GST Consultancy with filing of GST returns for AAI, SGRDJI Airport, Amritsar. |
| Publishing Date | 12.09.2020 at 17:00 hrs. |
| Bid Document Download / Sale Start Date | 12.09.2020 From 09:00 hrs. |
| Clarification Start Date | 14.09.2020 From 09:00 hrs. |
| Clarification End Date | 21.09.2020 up to 15:00 hrs. |
| Bid Submission Start Date | 12.09.2020 From 09:30 hrs. |
| Bid Submission End Date | 25.09.2020 up to 18:00 hrs. |
| Last date and time of submission of original Demand Drafts against EMD and Tender processing fee. | 28.09.2020 up to 17:30 hrs. |
| Bid Opening Date (Envelope- I) | 29.09.2020 at 11:30 hrs. |
| Bid Opening Date (Envelope- II) | To be intimated later through CPP Portal. |
| Tender processing Fee (Non – refundable, in the form of Demand Draft) | Rs. 1180/- (i/c GST) Non-refundable in favour of Airports Authority of India. |
| EMD in favour of “Airports Authority of India” payable at Amritsar | Rs. 7000/- in the form of Demand Draft in favour of Airports Authority of India. |

SECTION –I

NOTICE INVITING e-TENDER

Ref: AAI/ASR/Fin/GST-Consult/20-21

Dated: 11.09.2020

(Tender ID: 2020_AAI_57434_1)

Item Rate Tenders are invited through the e-tendering portal <https://etenders.gov.in/eprocure/app> by **Airport Director, Airports Authority of India (AAI), Sri Guru Ram Dass Jee International Airport, Amritsar-143101(Punjab)** on behalf of Chairman, AAI for the work of “**GST Consultancy with filing of GST returns for AAI, SGRDJI Airport, Amritsar**” The Schedule of the Bill of Quantity (BOQ) is given in Schedule “A” of the Tender document. Time allowed for the completion of work is 24 Months.

1. Details of the Estimated Cost, EMD and Cost of Tender Document are as given below:

| Sl. No. | Name of the Work | Estimated Cost excluding of GST (In Rupees) | EMD (in Rupees) | Cost of Tender Document (in Rs. Inclusive of GST) | Last Date of Submission of Tender |
|---------|---|---|-----------------|---|-----------------------------------|
| 1. | GST Consultancy with filing of GST returns for AAI, SGRDJI Airport, Amritsar | 3,50,000/- | 7000/- | 1180/- (Non-refundable) | 25.09.2020 up to 1800 Hrs. |

2. The Tenders are invited through the Electronic Tendering process and can be downloaded from the Central Public Procurement Portal(CPPP) <https://etenders.gov.in/eprocure/app> A copy of the tender is also available on AAI website www.aai.aero (for reference only). Please note that the submission of the tender is allowed only through the Central Public Procurement **Portal <https://etenders.gov.in>** Tenders will not be accepted in any other form. Further, it may be noted that tenders duly submitted on e-tender portal (CPPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP Portal.

3. The scope of work includes provision of Consultancy services with regard to GST on all matters pertaining to AAI and filing of GST returns of AAI for its registration in Punjab State. There are 5 airports of AAI in Punjab State namely Amritsar, Adampur, Bathinda, Ludhiana and Pathankot. Please refer Scope of Work for details (**Annexure V**).

4. Bidders are required to pay the cost of Tender Document (non-refundable) and EMD off-line through Demand Draft drawn in favour of “Airports Authority of India” payable at **Amritsar**. Original DDs in respect of cost of the Tender document and EMD are to be delivered to the O/o AGM (Finance), 2nd Floor, AAI-BCAS Integrated Building, AAI, SGRDJI Airport, Amritsar-143101 and should reach before last date & time as given in Tender Schedule.

5. Bid Submission

i) Bidders are advised to visit the CPP portal <https://eprocure.gov.in/eprocure/app> regularly to keep themselves updated as any change/modification in the tender will be intimated through this website only.

ii) Bids shall be submitted on-line only at the website/CPP portal:
<https://eprocure.gov.in/eprocure/app>

iii) Tenderers/Contractors are advised to follow the instructions provided in Section-II. (Guidelines to Bidders for Online Bid Submission) of the Tender document for online submission of bids.

6. Last date for on-line submission of e-bid will be as per Para 8 of the Tender Schedule. The following envelopes shall be submitted on-line through e-portal by the bidder:

- ☐ Envelope-I - (Tender Fee, EMD/Technical Bid)
- ☐ Envelope-II – Financial Bid

7. Bid documents may be scanned with 100 dpi, Black and White option which helps in reducing the size of the scanned document. The scanned documents uploaded on e-Tender Portal shall be in a clearly readable format.

8. Worksite for the above work will be **Amritsar Airport**.

9. Clarification needed if any may be sent through CPP e-tendering portal only.

Note: AAI reserves the right to accept or reject any or all Tender without assigning any reasons there.

Airport Director
Airports Authority of India
SGRDJI Airport, Amritsar

SECTION –II

Guidelines to Bidders for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting the online bids on the CPP Portal may be obtained at Web Portal

<https://eprocure.gov.in/eprocure/app>.

1. REGISTRATION

1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.

1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate(Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify, nCode, eMudhra etc.), with their profile.

1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

1.6 Bidder then logs into the site through the secured log-in by entering their User ID/Password and the Password of the DSC e-Token.

2. SEARCHING FOR TENDER DOCUMENTS

2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for Tenders, wherein the bidder may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a Tender published on the CPP Portal.

2.2 Once the bidder has selected the tender they are interested in, they may download the required documents/Tender schedules. These Tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidder through SMS/e-mail in case there is any Corrigendum issued to the Tender document.

2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. PREPARATION OF BIDS

3.1 Bidder should take into account any Corrigendum published on the Tender document before submitting their bids.

3.2 Please go through the Tender advertisement and the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents are to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4. SUBMISSION OF BIDS

4.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender document.

4.3 Bidder has to select the payment option as "offline" to pay the Tender fee/EMD as applicable and enter details of the instrument.

4.4 Bidder should prepare the Tender fee/EMD as per the instructions specified in the Tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the Tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

4.5 Bidders are requested to note that they should necessarily submit their Financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the Tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

4.6 The Server time (which is displayed on the bidders' dashboard) will be considered as the Standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

4.7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the Tender opening by the authorized bid openers.

4.8 Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.

4.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

5. ASSISTANCE TO BIDDERS

5.1 Any queries relating to the Tender document and the Terms & Conditions contained therein should be addressed to the Tender Inviting Authority of the Tender or the relevant contact person indicated in the Tender.

5.2 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.

6. CPPP under GePNIC, Help Desk Services

6.1 For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number is: 0120-4200462, 0120-4001002, 120-4001005 and 120-6277787.

E-Mail: 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.

6.2 For any Policy related matter/Clarifications, please contact Dept of Expenditure, Ministry of Finance: E-Mail: cphp-doe@nic.in

6.3 For any Issues/Clarifications relating to the publishing and submission of AAI tender(s):

6.3.1 In order to facilitate the Vendors/Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://eprocure.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 Hrs. and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).

6.3.2 Before submitting queries, bidders are requested to follow the instructions given in “**Guidelines to Bidders**” and get their computer system configured according to the recommended settings as specified in the portal at “**System Settings for CPPP**”.

6.4 In case of any issues faced, bidder can contact the escalation matrix as mentioned below:

| Sl. No. | Support Persons | Escalation Matrix | E-Mail Address | Contact Numbers | Timings* |
|---------|--------------------------|------------------------|-----------------------|------------------------------------|----------------------------|
| 1. | Help Desk Team | Instant Support | eprochelp@aai.aero | 011-24632950, Ext-3512 (Six Lines) | 0800-2000 Hrs. (MON - SAT) |
| 2. | Jr.Exe.(IT) | After 4 Hours of Issue | sanjeevkumar@aai.aero | 011-24632950, Ext-3505 | 0930-1800 Hrs. (MON-FRI) |
| 3. | AGM(IT) | After 12 Hours | snita@aai.aero | 011-24632950, Ext-3523 | 0930-1800 Hrs. (MON-FRI) |
| 4. | Jt. General Manager (IT) | After 24 Hours | ykkaushik@aai.aero | 011-24651507 | 0930-1800 Hrs. (MON-FRI) |
| 5. | General Manager (IT) | After 03 Days | gmitchq@aai.aero | 011-24657900 | 0930-1800 Hrs. (MON-FRI) |

***The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.**

6.5 The above mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact Finance Department Amritsar at mobile nos. 98153-88559 or 98776-73299 (Monday to Friday 0930-1800 Hrs.) email : fin_amritsar@aai.aero.

SECTION –III

Instruction to Bidders

A. INTRODUCTION

1. DEFINITIONS

1.1 "AAI/The Buyer" means the Airports Authority of India.

1.2 "The Bidder /Vendor/Contractor/Firm" means the individual or firm who participates in this tender and submits its bid.

1.3 "Management Representative (MR), AAI" means the AAI executive responsible for signing all documents from AAI side and shall coordinate all the activities of the Certification work with the bidder agency.

1.4 "The Firm/Agency" means the individual or firm taking up the work as defined under the Notice Inviting Tender.

1.5 "The Works Order" means the order placed for the **"GST Consultancy with filing of GST returns for AAI, SGRDJI Airport, Amritsar"** by the Buyer on the Firm/Agency signed by the Buyer including all attachments and appendices thereto and all documents incorporated by reference therein.

1.6 "The Purchase Order/Supply Order" means the order placed for the supply of items by the Buyer on the Firm/Agency signed by the Buyer including all attachments and appendices thereto and all documents incorporated by reference therein. (Not applicable in the said Tender)

1.7 "The Contract" means the agreement signed between the Buyer and the Firm/Agency as per the terms and conditions contained in the Works Order/Purchase Order.

1.8 "The Contract Price" means the price payable to the Contractor under the Works Order/Purchase Order for the full and proper performance/completion of its contractual obligations.

1.9 "Non-responsive Bid" means a bid, which is not submitted as per the instructions to the bidders or Earnest Money Deposit has not been attached, or the required data has not been provided with the Bid or intentional errors have been committed in the Bid.

2. ELIGIBILITY CRITERIA:

Eligibility for participation in the Tender:

The eligibility bid (Technical bid) shall be submitted online on the e-tender portal. All supporting documents shall be scanned and uploaded for scrutiny by the evaluation team.

Following documents are to be uploaded in the e-portal (**Envelope -I**):

- 2.1 Documents showing registration of firm with Institute of Chartered Accountants of India with at least **5 years** of working as on **31.07.2020**. The bidding firm should have a **Local office at Amritsar**.
- 2.2 Documents showing working experience of at least 3 years (**as on 31.07.2020**) in the field of Indirect Taxation Consultancy, out of which at least one-year experience should be in respect of GST Consultancy/GST Return Filing.
Client Experience Certificate should clearly indicate the date of commencement of work, date of completion, Nature of Work done and Amount of Work done (Fees received).
- 2.3 The cost of Tender fee of Rupees **1180/-** (One Thousand One Hundred Eighty) shall be paid offline through Demand Draft drawn in favour of **“Airports Authority of India”** payable at **Amritsar** on or before the last date and time of submission of the bid and self-attested scanned copy of the Demand Draft is to be uploaded.
- 2.4 Copy of GST Registration certificate.
- 2.5 Copy of PAN Card.
- 2.6 **Proof of execution of works:** Firms showing work experience certificate (as per clause 2.2) from non-government/non-PSU organizations should submit copy of Income Tax Deduction at Sources (TDS) certificate from their client in support of their claim for having requisite work experience.
- 2.7 **Power of Attorney** authorizing the designated Partner to sign all documents on behalf of the firm as per the format in **Annexure-II**.
- 2.8 **Un-Conditional Acceptance of all Tender conditions** as per the format in **Annexure-I** of the Tender document. Original copy of the same (Annexure-I) is to be submitted in offline mode along with DDs for Tender Fee & EMD.
- 2.9 Undertaking for GST compliance as per **Annexure –VI**
- 2.10 Declaration regarding Non-Blacklisting/Debarring of Firm as per **Annexure-IV**
- 2.11 **Local Office:** Proof of having Local office in Amritsar. To submit any one of the following documents:
(i) Copy of Electricity bill (not before April 2020)
(ii) Copy of Post-paid mobile bill/landline telephone bill (not before April 2020)
(iii) Copy of Property Registration / Rent Agreement on stamp paper etc.
- 2.12 Bank account details of firm for electronic payment purposes: as per **Annexure-III**.
- 2.13 Digitally Signed copy of original Tender including Corrigendum (if any).

Note: AAI reserves the right to verify, refer any document to the concerned authority for confirmation from case to case basis. Mere submission will not bind AAI to accept the documents as valid for opening of financial bid.

3. No bidder firm or firms having common partners shall be allowed to submit alternate bids. Such bids shall be summarily rejected.

4 Earnest Money Deposit (EMD):

4.1 EMD of the value of **Rs. 7000/-**, as given in Section-I of the Tender (Notice Inviting Tenders) shall be accepted offline as Demand Draft drawn in favour of "Airports Authority of India" payable at **Amritsar** from any scheduled commercial bank on or before the last date & time as given in Tender Schedule. Vendors are required to upload a scanned copy of DD as a proof of submission of EMD.

Note: Tender cost and EMD is accepted in the form of DD only and shall not be accepted in any other form. In no scenario, the vendors are required to submit/contact any AAI employee for physical submission of any documents before opening of the Bids (except for submission of Tender cost/EMD). The Tenders of the bidders who fail to submit the Tender cost and EMD within stipulated date & time shall be rejected outrightly.

5. COST OF BIDDING

5.1 The Bidder shall bear all costs associated with the preparation and submission of the bid. The Buyer, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

B. THE BID DOCUMENTS

6. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.

7. AMENDMENTS TO BID DOCUMENTS

7.1 At any time, prior to the date of online submission of bids, the Buyer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.

7.2 The amendments shall be notified on the website <http://etenders.gov.in> Bidder shall regularly visit this website, as these amendments are binding on them.

C. PREPARATION OF BIDS

8. DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall be in two parts to be submitted as per clause "D" of this Section. Each part to contain the following components:

8.1 Technical Bid- consisting of the following documents:

8.1.1 Off-line Payment of Tender fee for participating in E-Tender (Scanned copy of DD to be submitted online)

8.1.2 EMD in accordance with Clause 2.6 under Section III of the Tender.

8.1.3 All the relevant documents asked for Eligibility for issue of Tender as per clause 2 of this section.

8.2 Financial Bid- consisting of the following documents and filled as per clause 9 of this section. -
Financial Bid form as per Schedule –A. (Only to be filled up Online)

9. BID PRICES

9.1 The bidder shall fill the Price schedule as follows:

9.1.1 Bidders are requested to note that they should necessarily submit their Financial bids in the format provided and no other format is acceptable. The Financial Bid shows the Bill of Description for all items with Scheduled quantities/Number. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective Financial quotes and other details (such as name of the bidder).

No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.

9.1.2 Bidders to quote rates in financial bid exclusive of applicable GST.

9.1.3 In the event of any errors or Ambiguity in Unit Rates itself the Price Bid of the Vendor shall be rejected.

9.1.4 Bidders to submit Financial Bids inclusive of all taxes **except GST. The price quoted by the bidders shall remain firm for the entire duration of the contract.** AAI shall not pay for any increase in quoted rates on any account.

9.1.5 The bidder shall quote as per price schedule given in Schedule “A” for all the items.

10. DOCUMENTS ESTABLISHING ITEMS CONFORMITY TO BID DOCUMENTS

10.1 The bidder shall furnish, as part of his bid, documents establishing the conformity of his bid to the Bid document of all Items and services, which he proposes to supply under the Contract. Submission shall be as follows:

11. PERIOD OF VALIDITY OF TENDER (BID)

11.1 The Tender (Bid) shall remain valid for a minimum of 90 days from the date of opening of financial bid. The bidder shall not be entitled to revoke or cancel the offer or to vary any term thereof, during the said period of validity without the consent in writing of AAI. In case of the bidder revoking or cancelling the offer or varying any term in regard thereof, the bidder's Earnest Money Deposit/Bank Guarantee shall be forfeited.

11.2 If there is any delay in finalization due to unforeseen factors, all the bidders shall be asked to extend the validity for an appropriate period, specifying a date by which tender is expected to be finalized. However, the Tender process shall not be vitiated if any tenderer declines to extend the offer as requested for.

12. FORMATS AND SIGNING OF BID

12.1 The Electronic Bids shall be digitally signed by the duly authorized representative of the bidder at e- tendering portal binding the bidder to the contract. Written Power of Attorney in favor of the person authorized to sign the bid electronically shall be submitted in this regard at the e-tender portal. The e-bid submitted shall be in properly readable form and encrypted as per e-tendering portal requirements. Standard Printed terms and conditions of the company other than the NIT conditions shall not be considered. Any such bids received with vendor terms and conditions shall be liable for rejection.

12.2 The bid shall not contain any interline insertions, erasers or overwriting. Any correction if necessary shall be made by scoring out the incorrect figures/words and shall be signed (physically for scanned documents/electronically otherwise) by the person or persons signing the bid.

D. SUBMISSION OF BID DOCUMENTS

13. DIGITALLY SIGNING AND ENCRYPTION OF BID

13.1 The bidders shall digitally sign & encrypt their bids and upload the bids with all documents online at e- Tendering portal.

13.2 Bids which are not digitally signed, encrypted or “Not Duly SUBMITTED” shall not be accepted and such bids shall liable to be rejected.

14. SUBMISSION OF BIDS

14.1 The buyer shall receive the bids on-line through CPP e-portal only. The e-tender portal shall automatically stop accepting bids at the scheduled date and time specified in the NIT. Partially submitted bids shall be treated as invalid and shall not be processed. Bidders are advised to upload and submit their bids timely in view of the electronic process so as to avoid last minute issues.

14.2 The Buyer may, at its discretion extend this deadline for the submission of the bids by amending the bid documents in accordance with Clause 7 in which case all rights and obligations of the Buyer and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

14.3 The bidder shall submit his bid offer on-line at CPP e-tender portal only in the digitally bid documents downloaded by him from e-portal. No separate documents shall be acceptable. Only relevant attachments, if any other than the tender document, shall be listed out for reference.

15. LATE BIDS

15.1 The system shall not permit uploading/submission of any bids/document after the scheduled date and time of submission of the bid document has elapsed. Further, all bidders to ensure that original Demand Drafts in respect of EMD & Tender Processing Fee reaches O/o AGM(Fin), AAI, AAI-BCAS Integrated Complex, 2nd Floor, SGRDJ Intl. Airport, Amritsar-143101 on or before last date & time for its submission. No Postal delay etc. will be considered.

16. CORRECTIONS/MODIFICATIONS AND WITHDRAWAL OF BIDS

16.1 The bidder may correct, modify or withdraw his bid after submission but prior to the scheduled date and time of submission of the bids. No correction, modification or withdrawal is permitted after the scheduled date and time of submission of the bids.

16.2 Subject to Clause 18, no bid shall be modified subsequent to the deadline for submission of bids.

E. BID OPENING AND EVALUATION

17. OPENING OF BIDS:

17.1 The Buyer shall open Eligibility and Financial Bids on-line through e-tendering portal as per the schedule. The bidders may monitor the bid opening event online. They may even depute an authorized representative to witness the event if they so desire.

17.2 Representative whose bid is not opened cannot monitor or witness the bid opening event.

18. CLARIFICATION/CONFIRMATION OF COMPLIANCE OF BIDS

18.1 To assist in the examination, evaluation and comparison of bids, the Buyer may, at its discretion ask the bidder for the clarification/confirmation of compliance of its bid. The request for clarification/confirmation of compliance and the response thereof shall be in writing. However, no post bid clarification/confirmation of compliance at the initiative of the bidder shall be entertained.

18.2 It may be noted that the enquiries/clarifications shall be entertained only through CPP e-Tendering Portal. All such queries received as per the scheduled date and time provided for queries/clarifications shall be responded/replied within 24 hours of the schedule given for receipt of queries in the NIT/Tender. The reply shall be uploaded on the e-tendering portal. No verbal/telephonic enquiry shall be entertained during the Tender process.

19. EVALUATIONS AND COMPARISON OF SUBSTANTIALLY RESPONSIVE TECHNICAL BIDS:

19.1 Technical Evaluation:

The general eligibility criteria shall be evaluated during preliminary stage and the firms who have not submitted requisite documents may be asked to submit the documents at the sole discretion of AAI through CPP e-tendering portal to substantiate their claims with documentary evidence before a given date failing which their bids shall not be considered further for detailed evaluation. However, such discretion shall be applied uniformly to all bidders depending upon the tender response.

20. OPENING OF THE FINANCIAL BIDS:

20.1 Financial Bids of only those bidders who qualify technically shall be opened electronically at e-Tender portal. Time and date of opening shall be notified through e-Tender portal.

20.2 The bidder if desires so, shall issue authorization letters to their representatives to attend the opening of Financial bids and the representative shall be present at AAI premise well before the scheduled date/time of opening of financial bid.

21. CONTACTING THE BUYER :

21.1 Canvassing in any form in connection with the Tender is strictly prohibited and the Tenders submitted by the contractors who resort to canvassing are liable for rejection. Such rejected Tenders will not be returned.

21.2 No bidder shall try to influence the Buyer directly or through external source on any matter relating to its bid, from the time of publication of NIT till the time the contract is awarded.

21.3 Any effort by a bidder to influence the Buyer in the bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid, and such actions will be considered as bad performance for any future Projects.

22. AWARD OF CONTRACT:

22.1 The acceptance of the Tender will be intimated to the successful bidder by AAI in writing, either by e-mail or by post.

22.2 AAI shall be the sole judge in the matter of evaluation & acceptance of Technical Bids, Price Bids and award of contract and decision of AAI shall be final and binding.

23. RIGHT TO ACCEPT OR REJECT THE TENDERS:

23.1 The right to accept the tender in full or in part/parts will rest with AAI. However, AAI does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever.

23.2 Tenders not accompanied with prescribed information or are incomplete in any respect and/or not meeting prescribed conditions, shall be considered nonresponsive and are liable to be rejected.

23.3 The Buyer reserves the right to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Buyer's action.

23.4 Pursuant to Clause 23.3, the documentation submitted by bidder shall not be returned unless the bidder explicitly states this request at the time of submission of the Tender. AAI also reserves the right at its sole discretion not to award any work order under the Tender called. AAI shall not pay any costs incurred in the preparation and submission of any Tender.

23.5 If the bidder gives wrong information in his Tender, AAI reserves the right to reject such Tender at any stage or to cancel the contract, if awarded, and forfeit the Earnest Money.

23.6 Tenders that are not accompanied with Earnest Money Deposit (EMD) shall be rejected outright.

23.7 Should a bidder have a relation or relations employed in AAI in the capacity of an officer, the authority inviting tender, shall be informed. In the event of failure to inform and in a situation where it is established that the relation or relations employed in AAI has/have tried to influence the tender

proceedings, then AAI at its sole discretion may reject the tender or cancel the contract and forfeit the Earnest Money.

23.8 The requirements indicated in this NIT are the minimum and bids of the firms not complying with these minimum requirements or having deviations equivalents to the minimum requirements shall be rejected. However, higher than the minimum requirements shall be technically acceptable if the item offered is fully compatible for the offered solution and is without any additional financial implications to AAI.

23.9 Any correspondence after opening of the technical bid, from the bidder regarding the bid unless specifically sought by AAI shall not be considered. Such post bid offers/clarifications may be liable for action as per clause 21 above.

24. ISSUE OF WORK ORDER:

24.1 The Work Order of the Tender will be intimated to the successful bidder by AAI in writing by AAI.

24.2 The issue of a Works Order/Purchase Order shall constitute the intention of Buyer to enter into a contract with the bidder.

24.3 Acceptance of the Works Order Order will be deemed as effective from the date of issue of Works Order. All formalities of signing of the contract shall be completed within 15 days of from the issue of Work Order.

24.4 AAI shall be the sole judge in the matter of award of the contract and decision of AAI shall be final and binding.

25. SIGNING OF CONTRACT:

25.1 The issue of Works Order/Purchase Order shall constitute the award of contract on the bidder. The signing of the Contract shall be completed within 15 days of the acceptance of the Works Order/Purchase Order.

26. ANNULMENT OF AWARD:

26.1 Failure of the successful bidder to comply with the requirement of Clause 25 shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event the Buyer may make the award to any other bidder at his discretion or call for new bids.

27. TRANSFER OF TENDER DOCUMENT:

27.1 Transfer of Tender Documents by one bidder to another is not permissible. Similarly transfer of tenders submitted by one bidder in the name of another bidder is not permissible.

SECTION –IV

GENERAL TERMS & CONDITIONS OF THE CONTRACT

1. Purpose:

1.1 This document sets out the Terms & Conditions to be met in connection with the work of “**GST Consultancy with filing of GST returns for AAI, SGRDJI Airport, Amritsar**” as per details given in the Notice Inviting Tender.

Scope of work: This tender is for “**GST Consultancy with filing of GST returns for AAI, SGRDJI Airport, Amritsar**”. The scope of work shall be as per **Annexure-V**.

2.1 **Local office:** The bidder is required to have a local office in Amritsar.

2.2 **Payment terms:** Payment to Contractor/Firm shall be made on quarterly basis during the contract period on submission of Tax Invoice and satisfactory performance of contract. The payment to contractor/firm will be released after deduction of applicable taxes, any other recovery/ adjustments etc. under the provisions of the Contract.

3. Language and Currency:

3.1 The bidder shall quote the rates in English language and international numerals. The rates shall be in whole numbers. In the event of the Work Order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided under this contract will be in English language. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupee shall not be accepted.

4. Standard Conditions:

4.1 Standard printed conditions of the bidder to the offer, other than the conditions specified here, will not be acceptable.

4.2 For the purpose of the Tender, Metric system of units shall be used.

4.3 The bidder shall duly attest all corrections, cancellation and insertions.

4.4 Bidder's offers shall be with reference to Section and Clause numbers given in the Tender schedules.

5. Earnest Money Deposit:

5.1 EMD of the value of **Rs 7000/-** (Rupees Seven Thousand only) shall be submitted in the form of DD to the address as mentioned in clause 4 of Section-I.

5.2 The EMD of the unsuccessful bidders, other than the lowest tenderer, shall be processed for refund within 7 working days after evaluation of Financial Bids.

5.3 The EMD of the successful bidder shall be adjusted in payment of running bills against Security Deposit.

5.5 The EMD amount shall be forfeited in the following events:

5.5.1 If the successful bidder fails to enter into a contract with AAI within 15 calendar days after the receipt of the Purchase Order/Work Order as specified under clause 25 of section-III.

5.5.2 In the event of not accepting the conditions of the contract even after agreeing to do so and submitting the letter of un-conditional acceptance of terms as per letter in Annexure-I.

5.6 No interest or any other expenses, whatsoever, will be paid by AAI on the EMD in any manner.

Payment of Security Deposit

Successful Tenderer is required to submit Security Deposit equivalent to 10% of contract amount in form of Demand Draft/ Pay Order from Nationalized/Scheduled Bank in favour of "Airports Authority of India", payable Amritsar within 10 days of award of work. Otherwise, Earnest Money Deposit (EMD) of successful tenderer shall be adjusted in the running bills against Security Deposit. The Balance amount of Security Deposit, if any, after adjustment of EMD, will be deducted from running account (RA) bills of the firm.

This security deposit shall be refunded on successful completion of the contract.

6. Correspondence:

6.1 All correspondences should be directly with the bidder and correspondence through agents will not be entertained.

7. Completion Period & Extension of Contract:

7.1 The period of contract will be 24 months and date of commencement of contract will be reckoned from the date of issue of Work Order as per clause 24.3 (Section-III). The Contract may be further be extended for a period of 12 months, on mutual consent with the approval of the competent authority, after successful and satisfactory completion of the contract period of 24 months.

8. Settlement of Disputes – Dispute resolution Mechanism:

8.1 If a dispute of any kind whatsoever arises between the AAI and the Contractor in connection with, or arising out of the Contract or the execution of the works, whether during the execution of the Works or after the completion of the Works and whether before or after repudiation or after termination of the contract, including any disagreement by either party with any action, inaction, opinion, instruction, determination, certificate or valuation of the Project Leader or his nominee, the matter in dispute shall, in first place be referred to Airport Director, AAI, Amritsar. He shall activate the dispute resolution mechanism to resolve the dispute in question. Any party may invoke arbitration clause, if dispute in question is not settled by the Dispute resolution mechanism.

9. Arbitration and Law:

9.1 Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, within thirty (30) days (or such longer period as may be mutually agreed upon from the date that

either party notifies in writing that such dispute or disagreement exists. The single Arbitrator for settlement of any dispute with regard to this contract shall be appointed by the Chairman AAI. The venue of Arbitration shall be New Delhi, India. The arbitration resolution shall be final and binding upon the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.

9.2 Indian laws shall govern this contract.

10. TERMINATION FOR DEFAULT & RISK PURCHASE:

10.1 The AAI may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Contractor, terminate this Contract in whole or in part in any or the following events:

10.1.1 If the Contractor fails to deliver any of the services within the time period(s) specified in the Contract.

10.1.2 If the Contractor fails to perform any other obligation(s) under Contract.

10.1.3 If the Contractor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as AAI may authorize in writing) after receipt of the default notice from AAI.

10.1.4 As a penalty to the Contractor, AAI shall encash the Contract EMD. The AAI in such case shall pay for the assessed value of the executed work that can be used. No payment shall be made for the efforts put in by the Contractor in case the same are of no value to AAI. The balance unfinished work of the project will be got done by fresh tendering on Contractor's risk and that extra expenditure will be recovered.

11. TERMINATION FOR INSOLVENCY:

11.1 AAI may at any time terminate the Contract by giving written notice to the supplier, without compensation to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to AAI.

12. FORECLOSURE OF CONTRACT.

12.1 AAI may, at any time during the validity of Contract, foreclose the contract by giving a written notice of 30 days to the contracting firm/agency. No claim for any compensation/loss suffered by firm on account of foreclosure of contract will be entertained by AAI.

13. SET OFF:

12.1 Any sum of money due and payable to the contractor (including Security Deposit refundable to him) under this contract may be appropriated by the Buyer to set off the same against any claim of the Buyer for payment of a sum of money arising out of this contract made by the Contractor with Buyer.

SECTION –V

SPECIAL CONDITIONS OF THE CONTRACT

The following special conditions shall be read in conjunction with General Conditions of Contract and amendments/corrections thereto. If there are any provisions in these special conditions which are at variance with the provisions in the mentioned documents, the provisions in these special conditions shall take precedence.

1. Terms of Payment:

1.1 No mobilization advance shall be paid for any activity.

1.2 The payment shall be done as per the payment terms mentioned in clause 2.2 of Section IV.

2. Sufficiency of Tenders:

2.1 The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the work and of the rates and prices quoted in the Schedule of Works/Items/Quantities or in Bill of Quantities which rates and prices shall, except as otherwise provided, cover all his obligations under the contract, and all matters and things necessary for the proper completion and maintenance of the works.

3. Contractor's Representative, Agents and Workmen:

3.1 The Contractor shall employ only Indian Nationals and verify their antecedents and loyalty before employing them for the work. He shall ensure that no person of doubtful antecedent and nationality is in any way associated with the supply of services.

4. Stores and Materials:

4.1 All the stores and materials except the materials stipulated for issue by the Authority, required for the satisfactory completion of the work shall be arranged by contractor from his own sources/open market. No claim whatsoever shall be entertained by the Authority on account of any delay in either providing these materials or non-availability of these materials in the market. **(Not Applicable)**

5. Bye-Laws:

5.1 The contractor shall comply with all bye-laws and regulations of local and statutory authorities having jurisdiction over the work and shall be responsible for payment of all fees and other charges and the giving and receiving of all necessary notice and keep the Airport Director informed of the compliance with the bye-laws payment made, notice issued and received.

5.2 The contractor shall indemnify the Authority against all claims in respect of patent right, design, trademarks of name or other protected rights in respect of any plant, machine work or material used for or in connection with the supply or temporary works and against all claims, demands, proceedings, cost, charges and expenses whatsoever in respect of or in relation thereto. The contractor shall defend all action arising from such claims and shall himself pay all royalties, license fees, damages, cost and charges of all and every sort that may be legally incurred in respect thereof.

6. Rates:

6.1 Rate quoted by the bidders for each of the items in the schedule of quantities shall be on lump sum basis for services delivered at site but excluding of **GST**.

6.2 Prices shall remain firm and free from variations due to rise and fall in the cost of materials, equipment, labour or any other reason whatsoever except due to changes in statutory rules and regulations in so far as admissible under the conditions of contract.

7. Contract Document:

7.1 The agreement shall be executed on a non-judicial stamp paper of value of Rs. 100/- (Rupees One Hundred only) and cost of the stamp paper shall be borne by the contractor.

8. Airport Entry Pass (AEP):

8.1 Contractor is responsible to get the Airport Entry Pass (AEP), if applicable, in respect of the staff deputed to execute this contract. It is the responsibility of the contractor that their staff does not involve in any other matters of AAI or other agencies in Airport and their duties are strictly restricted to the work executed under the purview of this contract.

9. Fine for non-fulfilment of obligation regarding periodic site visits: If Consultant/Experienced Article/Staff does not make a periodic visit to work site (as per point no. 8 of Scope of Work) and no valid reason/explanation towards is provided, AAI may impose a Fine of Rs. 1000/- (Excl. GST) per incidence to the consulting firm/agency. Decision of Finance-In-Charge in this regard shall be final & binding.

10. Interpretation

In case of any ambiguity or difficulty in the interpretation of any of the provisions of the agreement, the interpretation of the Airport Director shall be final and binding.

ACCEPTANCE LETTER

(TO BE SUBMITTED IN ENVELOPE-I)

To,

The Airport Director,
Airports Authority of India,
SGRDJI Airport,
Amritsar 143101

Sub: Acceptance of Terms & Conditions of Tender

Name of Work : “GST Consultancy with filing of GST returns for AAI, SGRDJI Airport, Amritsar”

Tender No. AAI/ASR/GST/eNIT-01/2020-21

Dear Sir,

1. The tender document for the works mentioned above have been sold to me/us by Airports Authority of India and I/we hereby certify that I/we have read the entire terms and conditions of the tender document made available to me/us by AAI, SGRDJIA, Amritsar, 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 tender conditions of AAI's tender document in its entirety for the above works. Any conditions submitted by us stands automatically withdrawn.
3. It is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebates on quoted rates if any) in the Tender enclosed in Envelope "II" and the same has been followed in the present case. In case any provisions of this Tender are found violated after opening envelope "II", I/we agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.
4. That, I/We declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI ask for bribe/gratification, I will immediately report it to the appropriate authority of AAI.

Yours Sincerely,

**(Signature of the Tenderer)
with seal**

Date: _____

(To be submitted on the firm's/contractor's letter head)

Annexure-II

Power of Attorney Format for the Authorized Person

(TO BE SUBMITTED IN ENVELOPE-I)

(Bidder shall submit irrevocable Power of Attorney on a **non-judicial stamp paper of Rs.100/-** signed by Authorized Signatory as per Memorandum of Articles authorizing the persons, who are signing this bid on behalf of the company)

POWER OF ATTORNEY

By this POWER OF ATTORNEY executed on _____ I/we _____, a Firm/LLP having its Registered office at _____, (hereinafter referred to as the "Firm/LLP") do hereby severally appoint, constitute and nominate _____ Partner of the Firm/LLP (herein after referred to as the "Attorney") to sign agreement and documents with regard to Tender No. AAI/ASR/GST/eNIT-01/2020-21 (Tender ID: _____) received from Airports Authority of India, SGRDJI Airport, Amritsar-143101 for the work of "**GST Consultancy with filing of GST returns for AAI, SGRDJI Airport, Amritsar**" and to do all other acts, deeds and things the said Attorney may consider expedient to enforce and secure fulfillment of any such agreement in the name and on behalf of the Firm/LLP.

AND THE FIRM hereby agrees to ratify and confirm all acts, deeds and things the said Attorney shall lawfully do by virtue of these authorities here by conferred. IN WITNESS WHERE OF, this deed has been signed & authorized by all Partners:

WITNESS

- 1.
- 2.

Authorized Signatory/ Partners

Bank Account Details
(TO BE SUBMITTED IN ENVELOPE-I)

Beneficiary Name :

Beneficiary Address :

PAN No :

Name of the Bank :

Branch :

Complete address of Bank :

Beneficiary Bank Account Number :

(Saving/Current/Overdraft) :

IFSC code of the bank :

AUTHORIZED SIGNATURE _____

NAME OF THE SIGNATORY _____

NAME & ADDRESS OF THE TENDERER

OFFICIAL SEAL _____

Date _____

VERIFIED BY BANK BRANCH
WITH BANK SEAL _____

NAME OF THE SIGNATORY _____

ANNEXURE - IV

**FORMAT FOR AFFIDAVIT TOWARDS BLACK LISTING/DEBARMENT
(To be signed and submitted along with the Tender in Envelope-I)**

I _____ (Name), age _____ years, S/o
_____ (Name) Authorized Representative/ Proprietor/
Managing Partner/ Managing Director of _____ (Name of firm) do
hereby solemnly affirm and declare as follows :

I am competent to swear this affidavit on behalf of _____
(Name of firm). I state that, my firm has not been black listed / debarred by AAI or any other
government body (Central / State Govt. Departments / PSUs etc.) as on date.

Dated this, the _____ day of _____ month _____ years.

DEPONENT

**Note : This affidavit is to be attested by a first class Magistrate/ Notary Public on
non-judicial stamp paper of Rs.100/-.**

AIRPORTS AUTHORITY OF INDIA

SGRDJI Airport, Amritsar (Punjab)

SCOPE OF WORK FOR GST CONSULTANCY & FILING OF GST RETURNS

Good and Service Tax (GST)

1. Consultancy Service: -

- a. To give Opinion/clarifications within two working days on issues/matters as referred from time to time in relation to GST Law, GST Notifications, Rules thereof etc.
- b. Opinion on matters relating to Accounting of GST (including but not limited to output and input services);
- c. Opinion/advise on the GST related issues raised in audits conducted by the various authorities.
- d. Review of circulars to be issued to the other airports in Punjab by Amritsar airport (Nodal Airport) in respect of GST and related matters.
- e. Update the AAI on timely basis about various amendments taking place in tax laws/rules, regulations, circulars, directions etc. in respect of GST from time to time.
- f. Assisting in drafting the reply to be submitted for various notices received from GST Authorities.

2. Filing of GST Returns of AAI for the state of Punjab:-

- a. To prepare/check/scrutinize and file all GST returns (including Annual Returns), as applicable to AAI (for all AAI airports in Punjab state) within the prescribed time as required under GST Act, including filing of revised/amended GST returns of AAI. The above includes preparation of necessary schedules and attachments required for filing all returns falling during the currency of Contract.
- b. GSTR2A reconciliation i.e. to reconcile GST ITC as per books of accounts with GSTR2A on Monthly/Quarterly basis and to provide a statement to AAI showing Vendors who have not deposited GST with the Government, as well as items in GSTR 2A which are not appearing in the books of accounts of AAI(Punjab). In addition to above, GST ITC as per books to be reviewed with GSTR2A on monthly basis before filing GSTR3B.
- c. Monthly reconciliation of GST Electronic cash ledger and Electronic credit ledger as per GST Portal with cash and credit ledger as per books of accounts (AAI, Punjab).
- d. Verifying the data for TDS on GST payment, generation of challan, filing of monthly TDS on GST return, issuance of certificate etc.

3. Refunds

To check & review GST as per books of accounts with GST returns filed and if any excess GST paid in earlier period(s), then apply for the refund of excess GST paid, monitor the process of refunds of GST.

4. Scrutiny/assessment of Return

To represent AAI before GST authorities and to perform all the necessary work (including drafting & submission of replies, rectification, etc. to questionnaire/notices received from GST authorities) for successful completion of scrutiny, assessments including re-assessments.

5. Appeal/ Proceedings before appellate authorities

- a. Drafting of reply to queries, filing appeals. Preparation of all necessary documents (i.e. Grounds of appeal, etc.) and contesting before the appellate authorities – including but not limited to Commissioner (Appeals) of GST.
 - b. To attend/contest/litigate/defend the appeal proceedings timely on behalf of AAI as and when required and forward the status of the appeal to the concerned Officials of AAI.
- 6.** AAI shall provide documentary evidences only for preparation of submission of replies against any notice/ order/ query from any tax department. The responsibility of drafting/preparation submission of replies shall solely lie with the Consultant.
- 7.** The consultant or his experienced Article will be required to visit the Finance Deptt., Amritsar Airport at least twice a month (once every fortnight) for reviewing books of accounts i.r.o GST for proper compliance of GST laws.
- 8.** The above mentioned “Scope of work” is indicative and not exhaustive. Scope of work shall include providing professional assistance for all the activities /matters related to GST.

UNDERTAKING

(For GST Compliance)

(To be signed and submitted along with the Tender in Envelope-I)

I/we, _____) further undertake that I/we are registered under Goods & Service Tax (GST) and shall comply all the GST provisions and I/we shall pass on all the input tax credits pertaining to this tender to AAI. My/Our GST Registration no. is _____. In case of non-compliance of GST provisions or blockage of any input tax credits, then I/We shall indemnify AAI for any loss suffered by AAI on account of above.

Signature of Director/Proprietor of the company/firm

SCHEDULE "A" Item Rate BoQ

Tender Inviting Authority: <Airport Director, Airports Authority of India, Sri Guru Ram Dass Jee, International Airport, Amritsar - 143101>

Name of Work: <GST Consultancy with filing of GST Returns for AAI, Sri Guru Ram Dass Jee International Airport, Amritsar.>

Contract No: <AAI/ASR/Fin/GST-Consult/20-21>

| | |
|---|--|
| Name of the Bidder/ Bidding Firm / Company : | |
|---|--|

PRICE SCHEDULE

(This 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 this tender. Bidders are allowed to enter the Bidder Name and Values only)

| NUMBER # | TEXT # | NUMBER # | TEXT # | NUMBER | NUMBER # | NUMBER # | TEXT # |
|-----------------------------|--|----------|--------|----------------|--|--------------------------------------|------------------------------|
| Sl. No. | Item Description | Quantity | Units | Estimated Rate | BASIC RATE In Figures To be entered by the Bidder (Excl. GST) Rs. P | TOTAL AMOUNT without Taxes | TOTAL AMOUNT In Words |
| 1 | 2 | 4 | 5 | 6 | 7 | 8 | 10 |
| 1 | GST Consultancy with filing of GST Returns for AAI, Sri Guru Ram Dass Jee International Airport, Amritsar. | 1 | Job | 350000 | | 0.00 | INR Zero Only |
| Total in Figures | | | | | | 0.00 | INR Zero Only |
| Quoted Rate in Words | INR Zero Only | | | | | | |

