

Airports Authority of India  
O/o The Airport Director,  
Swami Vivekananda Airport  
Raipur - 492015

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**NOTICE INVITING QUOTATION / EXPRESSION OF INTEREST**

Ref No. AAI/RP/FIN/TAX QUOTATION/2018-19

Date: 09.09.2019

**Subject : Appointment of Tax Consultant for a period of Two Years till 30-09-2022.**

Sealed quotation are invited from the reputed Chartered Accountancy Firms on behalf of the chairman, Airports Authority of India, New Delhi by the Airport Director, Swami Vivekananda Airport, Raipur for below mentioned scope of work.

The scope of work is as under:

- a) Preparation of data (including verification of PAN) as per format of Filling of Income Tax TDS and TCS returns i.e. Form 24Q, Form 26Q, 27EQ and 27Q and filling thereof quarterly or annually within time limit as required as per Income Tax Act for the time being in force.
- b) Generation and printing of Form 16, Form 16A, Form 16B, form 27D in the format & time limit as required as per Income Tax Act and rules for the time being in force.
- c) Preparation of data & filing of all GST returns as prescribed as per the format and time as prescribed under the GST Act and rules for the time being in force.
- d) Verification of GSTIN before filing of GST Return.
- e) Generation and printing of TDS and TCS certificate in the format & time limit as required as per GST Act and Rules for the time being in force.
- f) Revision of TDS/TCS/GST returns if required.
- g) Attending any hearing before statutory authorities on behalf of Airports Authority of India in case of receipt of any notice or if any clarification is sought by statutory authorities for the above mentioned returns.
- h) Providing of Periodical information related to change in Direct and Indirect taxation laws.
- i) Any other tax related consultancy/opinion in writing on direct or indirect taxation including but not limited to Income Tax Act, rules, GST Act and rules there under and also preparation of data & reports for Tax Audit purpose or any other Audit reports if required in GST/TDS/TCS etc.

The estimated cost is Rs.1.44 Lacs (Rupees One lakh Forty Four Thousand only) for a period of two years till 30-09-2022 from the date of award of work order. Quotation form can be down loaded from AAI web site and duly submitted on or before 21.09.2020 15.00 Hrs.

### **Eligibility Criteria**

The CA Firm must have minimum annual turnover of Rs. 10 lacs and the working knowledge of filling of TDS Returns, tax audit or expertise in area of consultancy in Direct and Indirect Taxation. The applicant Firm should have valid PAN, and GSTIN in the name of firm. The Firms who are having branch/ head office at Raipur are only eligible for participation.

Airports Authority of India reserves the right to reject any or all applications without assigning any reasons thereof. Your rates along with envelopes should be sent in a sealed envelope, superscribing on the top "Sealed Quotation for Appointment of Tax Consultant for a period of Two years till 30-09-2022 from the award of the work at AAI Swami Vivekananda Airport, Raipur" to the Airport Director, Airports Authority of India, Swami Vivekananda Airport, Raipur - 492015. The Schedule is as follows:

**Table-1: Critical Dates**

Publishing Date	11.09.2020
Last Date of Submission of Quotation	21 <sup>st</sup> Sept 2020 1500 HRS
Opening of Envelope A Technical Bid	21 <sup>st</sup> Sept 2020 1600 HRS
Opening of Envelope B Financial Bid of Technically Qualified Bidders	22 <sup>nd</sup> Sept 2020 1100 Hrs

Interested bidder or authorized representatives may attend at the time of opening of the Quotation. (If two or more firms will quote equal amount than the firm having more turnover will be awarded the contract. The decision of the Authority will be final & binding.)

## **Terms and Conditions of NIQ:-**

**Name of Work: Appointment of Tax Consultant for a period of Two Years till 30-09-2022 from the award of the work at AAI Swami Vivekananda Airport, Raipur.**

1. The CA Firms are advised to study the scope of work as given in scope of work and schedule 'A' as well.
2. The contract shall be for a period of Twenty Four months (24).
3. Only Single Quotation will be accepted from One party.
4. Late receiving / incomplete quotation will not be entertained.
5. Quotation may be sent to this office by hand in any of the working days /by post as per the critical dates given above. AAI shall not be responsible for delay / Loss of quotation.
6. How to submit NIQ Documents:
  - A. Master Envelope superscribing on the top " **Sealed Quotation for Appointment of Tax Consultant for a period of Two years till 30-09-2022 from the award of the work at AAI Swami Vivekananda Airport, Raipur**" should contain Envelope A and Envelope B
  - B. **Envelope A** marked as "Technical Bid" will contain all the following documents invariably:-
    - a. Duly signed with seal acceptance letter showing unconditional acceptance of AAI's terms and conditions ( Annexure-1)
    - b. The self certified copy of PAN Card of the Firm,
    - c. The self certified copy of GST Registration no.
    - d. Self-attested copy of CA Firm's registration certificate issued by ICAI.
    - e. Documents in support of minimum Turnover.
  - C. **Envelope B** marked as "Financial Bid" will contain duly filled quotation (schedule-A).
7. The successful bidder will have to execute an agreement on Non Judicial stamp paper of Rs. 100/- within 30 days of acceptance of work order.
8. In case AAI feels the services are no more required from the CA Firm then after giving 2 months notice in writing AAI may terminate the contract and the CA Firm should provide all the working papers and copies of returns/ documents to the AAI and the payment will be restricted to the period up to which the services of the CA Firm has been utilized by AAI on proportionate basis. The CA Firm may discontinue by giving at least 2 months prior notice.
9. The agency shall strictly comply without fail with all the rules and regulations as applicable for the time being in force.
10. The agency should obey the security restrictions and obtain the necessary passes to access the work place.

11. Before commencement of the work the agency should provide Security deposit of Rs. 5000/- (Rupees Five Thousand only.) In case of delay in filling of any of the returns or filing of incorrect data in returns without proper verification of GSTIN or PAN or negligence in performance of duties, penalty or interest or any fee if any, levied by the respective Tax Authorities will be borne by the CA Firm. And the same may be adjusted against security deposit or the bills of the CA Firm.
12. **Terms of Payment:**
- a. The payment to CA Firm by AAI will be made on quarterly basis. On completion of work executed in every quarter, the CA Firm shall submit the bill along with the following to the Finance In charge :-
    - i. Certificate regarding satisfactory completion of work from the Finance Department.
    - ii. GST if applicable will be reimbursed as per the applicable GST rulings for the time being in force.
    - iii. Taxes like TDS etc. will be deducted from the bills of the CA Firm as per the statutory acts as applicable for the time being in force.
  - b. The filling fees to be reimbursed to the CA Firm based on the documentary evidence produced.
  - c. Payment will be made to the CA Firm's Bank Account for which duly filled RTGS form/Bank details must be submitted to us.

**Signature of the Partner/ Proprietor of CA Firm with seal**

Annexure-1

**Undertaking for Unconditionally Acceptance of the Quotation Terms & Condition**

**Sub: - Undertaking for unconditionally Acceptance of the Quotations Terms & Conditions.**

Sir,

1. The quotation documents for the work **Appointment of Tax Consultant for a period of Two Years till 30-09-2022 from the award of the work at AAI Swami Vivekananda Airport, Raipur** have been provided to me / us by Airports Authority of India and I/We hereby certify that I/We have inspected the sites and read the entire terms and conditions of the quotation documents made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/Clauses contained therein.
2. I/We here by unconditionally accept quotation conditions of AAI's mentioned in this quotation documents in its entirety for the above work.
3. The contents of quotation have been noted wherein it is clarified that AAI reserves the rights to reject the conditional quotation without assigning any reason thereto.
4. I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution at the time of payment of bills and further if any officers of AAI ask for bribe/ gratification, I/We will immediately report it to the appropriate authority in AAI.

Date:-

**Signature of the Partner/ Proprietor of CA Firm with seal**

**SCHEDULE – A**

**Sub:- Appointment of Tax Consultant for a period of 24 months at AAI,  
Swami Vivekananda Airport, Raipur**

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Basic Annual Amount (Rs.)</b>
<b>1</b>	<p>a) Preparation of data (including verification of PAN) as per format of Filling of Income Tax TDS and TCS returns i.e. Form 24Q, Form 26Q, 27EQ and 27Q and filling thereof quarterly or annually within time limit as required as per Income Tax Act for the being in force.</p> <p>b) Generation and printing of Form 16, Form 16A, Form 16B, form 27D in the format &amp; time limit as required as per Income Tax Act and rules for the time being in force.</p> <p>c) Preparation of data &amp; filing of all GST returns as prescribed as per the format and time as prescribed under the GST Act and rules for the time being in force.</p> <p>d) Verification of GSTIN before filing of GST Return.</p> <p>e) Generation and printing of TDS and TCS certificate in the format &amp; time limit as required as per GST Act and Rules for the time being in force.</p> <p>f) Revision of TDS/TCS/GST returns if required.</p> <p>g) Attending any hearing before statutory authorities on behalf of Airports Authority of India in case of receipt of any notice or if any clarification is sought by statutory authorities for the above mentioned returns.</p> <p>h) Providing of Periodical information related to change in Direct and Indirect taxation laws.</p> <p>i) Any other tax related consultancy/opinion in writing on direct or indirect taxation including but not limited to Income Tax Act, rules, GST Act and rules there under and also preparation of data &amp; reports for Tax Audit purpose or any other Audit if required in GST/TDS/TCS.</p>	<b>1 Job</b>	

**Total Amount (Rs.)..... (In figures) and**

**Rupees..... (In words) only.**

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

**Signature of the Proprietor/Partner of the CA firm with Date & Seal**