



**AIRPORTS AUTHORITY OF INDIA**  
**Regional Headquarters, Northern Region, Operational Offices Gurugram Road**  
**New Delhi, Phone: 011-25652447 Extn.1029, 1009**

**E-TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR INCOME TAX AND  
RELATED SERVICES**

**E-TENDER NO. AAI/RHQ/NR/INCOME TAX CONSULTANT/2021**

**(DOMESTIC OPEN E-TENDER – TWO COVER SYSTEM)**

Start Date & Time for Online Submission	: 26.03.2021	From 16.30 hrs
Last Date & Time of Online Bid Submission:	12.04.2021	Till 16.30 hrs
Opening of Technical Bid	: 14.04.2021	At 11.30 hrs

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**FINANCE DIRECTORATE**

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**AIRPORTS AUTHORITY OF INDIA**  
**RHQ-NR, FINANCE DIRECTORATE**  
**INCOME TAX SECTION**

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**IMPORTANT POINTS TO NOTE**

E-TENDER DOCUMENT NO.	AAI/RHQ/NR/INCOME TAX CONSULTANT/2021
TENDER INVITED FOR	ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR INCOME TAX AND RELATED SERVICES
BID SECURITY / EMD	Declaration for Earnest Money Deposit shall be submitted on company's letter head (as per terms of NIT)
VALIDITY OF THE TENDER	<b>90 DAYS</b> FROM THE DUE DATE FOR SUBMISSION OF TENDER
PUBLISHING OF TENDER DOCUMENTS ON AAI WEBSITE & CPP	<b>26.03.2021 AT 16.30 HRS.</b>
START DATE & TIME FOR ONLINE SUBMISSION OF BID	<b>26.03.2021 AT 16.30 HRS.</b>
LAST DATE & TIME FOR ONLINE SUBMISSION OF BID	<b>12.04.2021 UP TO 16.30 HRS.</b>
DATE & TIME OF OPENING OF TECHNICAL BID	<b>14.04.2021 AT 11.30 HRS.</b>
DATE & TIME OF OPENING OF PRICE BID	<b>To be decided after Technical Evaluation</b>
PLACE OF OPENING OF TECHNICAL BID	AIRPORTS AUTHORITY OF INDIA, DEPTT. OF FINANCE & ACCOUNTS, REGIONAL HEADQUARTERS, NORTHERN REGION, OPERATIONAL OFFICES, GURUGRAM ROAD, NEW DELHI, NEW DELHI-110037.
FOR FURTHER DETAILS PLEASE VISIT	<a href="http://www.aai.aero">www.aai.aero</a> —

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**NOTICE INVITING ONLINE TENDER**

- 1.1 Online tenders through **e-procurement mode** are invited by Airports Authority of India for Engagement of Professional Consultant for Income Tax and related services for a period of 12 months on the basis of the evaluation with scope for extension for an additional period of up to 12 months, subject to satisfactory performance during the contracted period and at the AAI's discretion under two-cover system.
- 1.2 The tender document is made available through **e-procurement mode** and open for downloading free of cost from 26.03.2021 to 12.04.2021 at AAI official website [www.aai.aero](http://www.aai.aero) and CPP Portal <https://etenders.gov.in/eprocure/app>
- 1.3 The tender document consists of two volumes Volume I Technical Bid and Volume II Price Bid.
- 1.4 The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.
- 1.5 Declaration for Earnest Money Deposit shall be submitted on company's letter head as described in the Tender Document.
- 1.6 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.
- 1.7 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 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.**
- 1.8 The prospective Tenderer shall submit queries, if any, through e-mail at [rajdohare@aai.aero](mailto:rajdohare@aai.aero) or [nitin\\_b@aai.aero](mailto:nitin_b@aai.aero) in connection with this tender well in advance, not later than 5 (five ) working days prior to the dead line for submission of tenders, so that the queries can be clarified. The bidders' queries will be clarified by mail and if necessary, the pre-bid meeting will held be at the Office of the Asstt.General Manager (F&A), AAI, RHQ, NR, New Delhi 110037 and notification in this regard will be issued through [www.aai.aero](http://www.aai.aero) and CPP Portal <https://etenders.gov.in/eprocure/app>.

- 1.9 The last date of online submission of offers will be 12.04.2021 at 16.30 hrs. unless otherwise notified. In the event of changes in the schedules, O/O Asst.General Manager (F&A), Room no. DS-1A, Ground Floor, AAI, RHQ, NR, New Delhi 110037 will notify the same only through [www.aai.aero](http://www.aai.aero) and CPP Portal <https://etenders.gov.in/eprocure/app>.
- 1.10 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

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**SECTION I**

**SCOPE OF WORK**

**(RHQ-NR Delhi and all Non-SAU (Self Accounting Unit) under its control)**

**1. Filing of all Income Tax Returns for AAI, RHQ (NR), New Delhi.**

**2. Consultancy Services: -**

To give an opinion within three working days on issues/matters as referred from time to time in relation to corporate and individual income tax.

**3. Assessment/Reassessment of Income Tax Return & penalty proceedings**

To represent AAI before the Income Tax Department and to perform all the necessary work (including drafting & submission of replies/Revised return, rectification, etc. to questionnaire/notices received from Income Tax Department) for successful completion of assessments including re-assessments & penalty proceedings for any period during the tenure of contract.

- For preparation of replies in connection with assessment /reassessment /Penalty proceedings etc. one senior official is to be deputed at RHQ on a requirement basis to compile the information.
- To advise and assist, timely, on various issues/matters for successful completion of assessment/reassessment /penalty proceedings etc.
- To do any other work incidental to the above referred assessment /reassessment /penalty proceedings.

**4. Tax Deducted at Source**

- a. Filing of Monthly, quarterly & annual e-TDS returns i.e. form 24Q, 26Q, 27Q, 27EQ & TCS along with corrections/rectification and fetching the data accordingly.
- b. To attend notices of revision/rectification received during the year & contest the demand raised by Income Tax Department and liaising with Income Tax department as and when required.
- c. Revision/Rectification if any, in returns mentioned above including previous years
- d. Clearing/Rectifying/Nullifying of demand notices received from the Income Tax department for any period.
- e. Timely providing hard and soft copies of quarterly Form 16 & 16A.
- f. Timely providing hard and soft copies of annual Form 16 (Part A & Part B) & Form 12BA. The data of part B and Form 12BA will be provided by AAI.  
Note: Soft copies of Form 16 (Part A & Part B) shall be mailed by consultant to each employee. E-mail ID's shall be provided by AAI.

## **5. Any other tax related matters**

- a. To file revised return of income as and when required during the period of award of contract
- b. To prepare and submit the replies & to represent AAI to any other notices (not covered above) received from any Tax Department from time to time
- c. To update AAI about various amendments taking place in Income Tax laws/ rules, regulations, circulars, directions, etc. from time to time.
- d. Advising, guiding on any other issues related to Compliance with all relevant Rules and provisions related to Income Tax along with implementation thereof which may be in force in future.
- e. Reply of queries raised by Statutory Auditor and Internal Auditor in connection with Direct Tax matters.

## **6. Review of SAP Accounts**

- a. Review of Accounting in SAP environment as per Income Tax Law and incorporating of changes in SAP as per Income Tax Act amended from time to time.
- b. Submission of report on review conducted on Income Tax accounting in SAP and also to provide guidance for resolving the areas of concern.
- c. Conducting detailed trial balance / ledger review on Monthly basis to ensure that Income Tax is being paid correctly
- d. Review of allowing tax deductions/exemptions to the employees under Income Tax Law

### **Important Note:**

- 1. One senior partner should visit this office once in a month. One qualified CA having at least 3 years of post-qualification experience will be required to visit the Regional office, Delhi, as and when required in addition to visit on the date of filing of returns to carry out the above referred scope of work. The officials deputed must have at least 3 years' experience in SAP based environment.
- 2. 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 direct Tax Law including all kinds of updation/changes and all the work relating to Income Tax Act, Rules & subsequent notifications, circulars etc. as & when issued by GOI /CBDT including work related to previous periods also.
- 3. All above work mentioned in scope of work is related to Single TAN No. in the Name of AAI, RHQ-NR, Delhi and all the work shall be carried out in respect of that single TAN No only. Further, as on date there is no TDS liability pending as per Income Tax Portal in that TAN No. and no assessment is pending. Provided that, if any Liability/Assessment came to the notice of AAI at any stage related to any period, it shall be dealt by the Income Tax consultant.

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**SECTION II**

**VOLUME - I TECHNICAL BID**

**1. Eligibility Criteria:**

- i. The Bidder should be a Proprietorship Firm / Partnership Firm / LLP of Chartered Accountants / Cost Management 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 charged in the process of usual business but excluding other Income) of Rs. 50 Lakhs in the last 3 (Three) completed financial years i.e.2017-18, 2018-19 and 2019-20.
- iii. The Bidder should have minimum 3 (Three) full time qualified CAs / CMAs as partners or paid qualified CA/CMAs(other than partners) out of which at least 1(One) should be having at least 7 years' of post qualification experience in the direct taxation field. The CA/CMA who shall look after the assignment of AAI, RHQ-NR must have at least 3 years' experience in SAP based environment.
- iv. The Bidder should have undertaken work of filing of TDS/TCS Returns OR tax audit OR consultancy in Direct Taxation of at least one Central /State PSU / Listed Public Limited Company for a minimum period of 3 (three) years.
- v. The Bidder should have full time office in Delhi/NCR.
- vi. The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.

Note: -

1. 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 Tender Processing Fees and **EMD Declaration as per Format-V**.
  - 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.
2.
  - 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 an 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.
3. Every page of the Documentary evidence needs to be submitted duly self-attested by the bidder for each of the Evaluation criteria.
4. Self-declaration needs to be signed by authorized signatory(s).



5. During evaluation of the bids, AAI 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.
6. Decision of AAI in all matters regarding appointment of consultant, 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 AAI in this regard.

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**SECTION II**

**VOLUME -II FINANCIAL BIDEVALUATION**

**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 AAI 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 (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.

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**SECTION III**

**SPECIAL TERMS AND CONDITIONS**

**1. PERIOD OF CONTRACT**

The Period of engagement of Consultant shall be One (01) year from the date of acceptance of award of Contract by the Consultant. If AAI feels satisfied with services provided during the period of Contract, the contract may be extended for another one year with the approval of Competent Authority, at same rates and same terms and conditions.

**2. PAYMENT TERMS**

- No Advance shall be paid by AAI. The payment shall be released at the end of each quarter as under: -
- |                         |   |       |     |   |                      |
|-------------------------|---|-------|-----|---|----------------------|
| 1 <sup>st</sup> Quarter | - | Up to | 15  | % | of total amount p.a. |
| 2 <sup>nd</sup> Quarter | - | Up to | 30  | % | of total amount p.a. |
| 3 <sup>rd</sup> Quarter | - | Up to | 50  | % | of total amount p.a. |
| 4 <sup>th</sup> Quarter | - | Up to | 100 | % | of total amount p.a. |
- All payment shall be subject to recoveries towards statutory deductions.
- The payment will be made by electronic transfer

**3. SECURITYDEPOSIT**

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 AAI 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)**

Declaration for Earnest Money Deposit shall be submitted on company's letter head (as per Format-V, Section VI).

**5. TENDER PROCESSING FEES**

Tender processing fee of Rs. 1180.00 (INCLUDING GST) (Non-refundable) will be required to be paid online only in Airports Authority of India's Bank Account as per the details given in Tender Document before last date and time of bid submission.

Details of AAI Bank Accounts is given as below: -

**Name of Bank STATE BANK OF INDIA**

**Branch RANGPURI AAI , NEW DELHI**

**A/c No. 00000030284331773**

**IFSC SBIN0010648**

**Name of  
Beneficiary AIRPORTS AUTHORITY OF INDIA**

**Address AIRPORTS AUTHORITYOF INDIA (NR)  
OPERATIONAL OFFICES RANGPURI,GURGAON ROAD, South West  
NEW DELHI – 110037.**

**PAN NO. AAACA6412D**

**GST NO. 07AAACA6412D3Z8**

**COVER-I DETAILS: TECHNICAL BID**

**The following documents shall be submitted online only:**

Sl. 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 <b>Tender Processing Fees. Declaration for Earnest Money Deposit on company's letter head (as per Format-V).</b>	
(ii)	Scanned copy of the Self-Certified copy of Firm Registration No. of Firm and Membership No. of CAs/CMAs issued by Institute of Chartered Accountants / Cost Accountants of India as per Eligibility Criteria.	
(iii)	Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) for FY 2017-18, 2018-19 and 2019-20.	
(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 Eligibility Criteria.	
(v)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no., the Segment handled and years of post- qualification experience in direct Taxation, same should be certified by Managing partner /senior partner as per Eligibility Criteria.	
(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 along with copy of Award Letter / other credentials indicating services provided, Financial year/Time Period of provision of service etc. as per Eligibility Criteria.	
(vii)	Audited Balance Sheet & P&L of the client as per as per Eligibility Criteria.	
(viii)	Scanned Copy of Certificate from the respective organization / PSU on its letterhead OR any other document to prove the experience of working in SAP clearly mentioning the period of experience and the qualified CAs/CMAs who have worked with the organization in SAP based accounting environment as per as per Eligibility Criteria.	
(ix)	Scanned Copy of Proof of Address as per as per Eligibility Criteria.	
(x)	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 as per Eligibility Criteria.	
(xi)	Scanned copy of PAN, TAN and GST No. of the Firm/LLP	
(xii)	Scanned copy of filed Format I, Format II, Format III, Format V	
(xiii)	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.	
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**The following documents shall be submitted in original also:-**

The original Demand Draft/ Banker's Cheque/ Banker's Pay Order or original letter containing complete remittance details of NEFT / RTGS transfer towards **Tender Processing Fees**. The **Tender Processing Fees** document must reach Airports Authority of India 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 Portal only.

Any indication of "Quoted price" in the online 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.

**6. EVALUATION PROCESS:**

**I. A proposal shall be considered responsive ( after getting required clarification / documents if any ) 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 Declaration as per Format-V and Tender Processing Fees**.
- 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 AAI 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 AAI 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 AAI in respect of such Tenders.
- l) The AAI 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.**

- 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 Fax/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.

**III.** The decision of AAI in all matters regarding engagement of Income Tax Consultant will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.

## **7. OPENING OF TENDER**

- a) The Technical Bid shall be opened at 11:30 hours on 14.04.2021 in the presence of the interested bidders or their authorized representatives in the office of :

**O/o Asst. General Manager (F&A), Airports Authority of India  
Room No.DS-1A, Ground Floor, RHQ, NR, New Delhi-110037.**

- b) The Financial bid of those bidders who are technically qualified, shall be opened on date and time to be decided after evaluation of Technical Bid.
- c) AAI reserves the right to extend the date of receiving/opening of the bids.
- d) AAI reserves the right to call for any other details or information from any of the bidder(s).

## **8. SELECTION CRITERIA**

The final selection of the successful bidder from the technically qualified bidders will be done by considering the lowest quote, i.e. , bidder quoting the Lowest rate (L1) in financial bid subject to fulfillment of eligibility criteria.

### **NOTES:**

- a) **The Financial Bid as per Format IV has to be submitted ON-LINE only.**
- b) AAI reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
- c) AAI reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- d) 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.
- e) If there is a discrepancy between words and figures, the figures written in words shall prevail.

## **9. 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 Power of Attorney in the name of the person signing on behalf of the Consultant shall be furnished along with the offer.

The consultant's (Bidders) 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.

**10. Rejection of offer/Cancellation of contract**

If the firm/organization gives wrong information in its offer, AAI reserves the right to reject such offer at any stage or to cancel the contract, if awarded & forfeit the SD.



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**SECTION IV**

**GENERAL TERMS AND CONDITIONS**

**1. CLARIFICATIONS ON TENDER DOCUMENTS**

A prospective Tenderer requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 5 (five) working days prior to the deadline for submission of tenders. Details of such queries raised and clarifications furnished will be given through email without identifying the names of the Bidders who had raised the queries.

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 AAI by issue of addenda/corrigendum. Issue of addenda / corrigenda will however be stopped 2 days prior to the deadline for submission of tenders as finally stipulated.

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 AAI.

**3. REJECTION OF BID**

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

AAI 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 the grounds for AAI's 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 AAI.

**5. CONFIDENTIALITY CLAUSE**

Any and all information in written, electronic media or oral form and disclosed to the Consultant shall at all times remain the legal and absolute property of AAI and the Consultant shall have no rights to use the information for any purpose other than that expressly authorized by AAI.

**6. Termination of services**

The engagement of Consultant can be terminated by the Management of Airports Authority of India 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 AAI management subject to a written appeal by the Consultant 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 within 30 days.

If amicable settlement cannot be reached, then all disputed issues shall be settled by Arbitration. RED, NR will be the Competent Authority to appoint the Arbitrator. Arbitration proceedings shall be governed by the provisions of Arbitration and Conciliation Act, 1996 ( as amended time to time) . Fees of the Arbitration shall be as per the Arbitration and Conciliation Act, 1996 ( as amended time to time). Venue of Arbitration proceedings shall be New Delhi.

- 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 AAI premises. Authority shall be providing only necessary furniture and electric connection to the Consultant when they required working in AAI'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 AAI and the Consultants shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of AAI at any stage.
- 12.** AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Consultant.
- 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 AAI 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.

(Signature of Issuing Authority)

**AIRPORTS AUTHORITY OF INDIA**  
**RHQ-NR, FINANCE DIRECTORATE**  
**INCOME TAX SECTION**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR INCOME TAX AND  
RELATED SERVICES**

**E-TENDER NO. AAI/RHQ/NR/INCOME TAX CONSULTANT/2021**

**SECTION V**

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

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

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll 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 pay the Tender Processing Fees as specified in the tender, 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.

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 Tender Processing Fees 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 Mail to rajdohare@aai.aero from 26.03.2021 (16.30 Hrs.) up to 12.04.2021 (16.30 Hrs.) and no queries shall be entertained after 12.04.2021 (16.30 Hrs.). All queries will be replied by return mail.
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](http://eprocure.gov.in) on or before the due date and time.
29. Tenderer should submit the tender for Engagement of Income Tax Consultant by AAI in accordance with the Instructions to Bidders & Terms & Conditions of Tender.

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

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

To,

**Asst. General Manager (F&A)**  
**Airports Authority of India,**  
**Room No, D2, Ground Floor, RHQ-NR**  
**New Delhi-110037**

**Subject: E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR INCOME TAX AND RELATED SERVICES**

**E-TENDER NO. AAI/RHQ/NR/INCOME TAX CONSULTANT/2021**

Being duly authorized to represent and act on behalf of \_\_\_\_\_  
(Hereinafter referred '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.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page no. of scanned Documents</b>
(i)	Scanned copy of the financial instrument or letter containing complete remittance details of NEFT / RTGS transfer towards <b>Tender Processing Fees. Declaration for Earnest Money Deposit on company's letter head (as per Format-V).</b>	
(ii)	Scanned copy of the Self-Certified copy of Firm Registration No. of Firm and Membership No. of CAs/CMAs issued by Institute of Chartered Accountants / Cost Accountants of India as per Eligibility Criteria.	
(iii)	Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) for FY 2017-18, 2018-19 and 2019-20.	
(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 Eligibility Criteria.	
(v)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no., the Segment handled and years of post- qualification experience in direct Taxation, same should be certified by Managing partner /senior partner as per Eligibility Criteria.	

(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 along with copy of Award Letter / other credentials indicating services provided, Financial year/Time Period of provision of service etc. as per Eligibility Criteria.	
(vii)	Audited Balance Sheet & P&L of the client as per as per Eligibility Criteria.	
(viii)	Scanned Copy of Certificate from the respective organization / PSU on its letterhead OR any other document to prove the experience of working in SAP clearly mentioning the period of experience and the qualified CAs/CMAs who have worked with the organization in SAP based accounting environment as per as per Eligibility Criteria.	
(ix)	Scanned Copy of Proof of Address as per as per Eligibility Criteria.	
(x)	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 as per Eligibility Criteria.	
(xi)	Scanned copy of PAN, TAN and GST No. of the Firm/LLP	
(xii)	Scanned copy of filed Format I, Format II, Format III and Format V	
(xiii)	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 : \_\_\_\_\_

**UNCONDITIONAL ACCEPTANCE LETTER**

**(TO BE GIVEN ON LETTER HEAD ALONG WITH TECHNICAL BID)**

To,

**Asst. General Manager (F&A)  
Airports Authority of India,  
Room No, D2, Ground Floor, RHQ-NR  
New Delhi-110037**

**SUBJECT: ACCEPTANCE OF AAI NIT CONDITIONS**

**REF: E-TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR INCOME TAX  
AND RELATED SERVICES**

**"E-TENDER NO. AAI/RHQ/NR/INCOME TAX CONSULTANT/2021"**

Sir,

-

I/We have read all the clauses, terms and conditions of E-Tender by AAI for

**"ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR INCOME TAX AND RELATED 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 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 asks for bribe/gratification, I/We shall immediately report it to the appropriate authority in AAI.

Date:

Sincerely yours,

Place:

(Signature of the Tenderer with rubber stamp)

**TECHNICAL BID**

1	Name of the Firm / LLP			
2	Year of Establishment as Firm / LLP (enclose the copy of the Registration Certificate)			
3	Registered Address			
4	Address of Delhi/NCR			
5	<u>Contact Information</u>  Office Phone Number: Mobile Number: E Mail: Name & Designation of Contact Persons	<u>Registered Office</u>  	<u>Delhi/NCR Office</u>  	
6	Details of Partners with Experience in Direct Taxation:	Name of Partner	Membership No.	No. of Experience in Direct Taxation field
<u>Details of the Partner who will deal with AAI:</u>				
7	Details of Paid Qualified CA/CMA with Experience in Direct Taxation:	Name of Paid Qualified CA/CMA	Membership No.	No. of Experience in Direct Taxation field
<u>Details of the Paid Qualified CA/CMA who will deal with AAI:</u>				



8	<b>Registration Details</b> (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)	Sl. No.	Year for which appointed	Name of the PSU/Unit	Gross turnover of the PSU/Unit	Nature of Assignment
10	Turnover of Firm/LLP (Year wise)	S.No.	F.Y. 2017-18	F.Y. 2018-19	F.Y. 2019-20	
11	Name of company/PSU etc. having SAP accounting system for which direct tax matters have been dealt with along with details of tenure and nature of work dealt.					
12	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/No.				
13	Details of EMD Declaration as per Format V					
14	Details of Tender processing fees	RTGS/NEFT UTR No.	Date	Name and address of Bank	Amount (INR)	
15	Bank Account Particulars:  Name of the A/c holder  Bank Account No.  Account type (SB/CA)  Name of the Bank					

	Branch & Address  11 digit IFS code	
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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.

Signature of the bidder or : \_\_\_\_\_  
Authorized Signatory

Name of the bidder : \_\_\_\_\_

Company Seal : \_\_\_\_\_

**FINANCIAL BID**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR INCOME TAX AND RELATED SERVICES**

<b>Scope of Work</b>	<b>Professional Fee (in figure as well as in words)</b>
Professional Fee in Lump sum per annum for providing consultancy for Income Tax and related services as per Scope of work as mentioned in Section (i).	
GST	
TOTAL	

- 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.
- a) 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.

**(Signature of the Tenderer with rubber stamp) :**

Place:

Date:

**Proforma for Earnest Money Declaration**  
**(To be submitted on contractor's letter head)**

Whereas, I/We ..... (name of agency) ..... have submitted bid for  
..... (name of work) .....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- (1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,  
Or
- (2) If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/We shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.

Signature of the contractor(s)