



# Airports Authority of India

## Pakyong Airport, East Sikkim

No. AAI/FIN/PYG./PHY.VERIFICATION/2020-21/3723

Dt. 18.05.2022

Subject: - Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts for Pakyong .Airport, East Sikkim as on 31.03.2021.

Physical Verifications of fixed assets of Airports Authority of India, Pakyong Airport, Pakyong, East Sikkim for engaging Chartered/Cost accountant firms for “Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts for Pakyong Airport as on 31.03.2021” at an **Estimated Cost of Rs.35000/- only (Rupees Thirty Five Thousand only)** inclusive all charges, but excluding GST as applicable.

### **SCOPE OF WORK:-**

- 1) To carry out a comprehensive Physical Verification of Fixed Assets at all units of Pakyong Airport, East Sikkim and prepare a detailed report of all existing Fixed assets Location wise/Item wise so that the assets can be identified from the report itself at any point of time.
- 2) Reconciliation of Physical Fixed Assets with respective Books of Accounts indicating excess or shortages. Identifying the Assets which are not in working condition may be listed and inserted in the report.
- 3) Whether any shortfall in internal control is noticed and the corrective action or checks to be kept in place for better control.
- 4) Submitting the detailed report indicating reconciliation and suggesting entries to be passed in the books of accounts.

### **Eligibility Criteria:**

1. The Chartered Accountants having branch/head office in Sikkim and experience in any reputed organization/Govt. Departments/Organizations (Central Govt. or state Govt.) or Public Sector Undertakings (PSUs) in respect of Physical Verification of Fixed Assets during the last three years are eligible to apply. Work Order copies along with satisfactory work Completion Certificates from any Govt. Department/PSU must be enclosed in support of the Experience Certificate (Annexure –I).

**Award of Work :** The work will be awarded to bidder who will quote the lowest rate.

**Completion Period :** - Within 30 days from the date of issue of Work Order.

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

**Payment terms:** - The Airport Director, Airports Authority of India, Pakyong Airport, Pakyong-737106 is the paying authority. The payment will be processed within 30 days of submission of Original GST Invoice. Bank details are mandatory for making E-payment. The payment of the bill is subject to submission and acceptance of the Physical Verification Report by the Competent Authority.

**Terms & Conditions:** -

Duly completed quotation along with requisite documents in sealed envelope should reach by Speed/Registered post or by person at the following address on or before **26.05.2022 up to 1430 Hrs IST** positively.

**Manager (Finance),  
O/O Airport Director,  
Airports Authority of India,  
Pakyong Airport,  
Pakyong-737106 (East Sikkim)**

**AAI will not entertain quotation received after 26.05.2022 14:30 hrs.**

Envelope B (Financial Bid) of eligible bidders shall be opened after scrutiny of the documents of Envelope A (Technical Bid)

The amount is to be quoted as per schedule given in the **Annexure – III**. (Quoted Rates must be all inclusive).Except GST as applicable.

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

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

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

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

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

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

The final reports (two copies) in a spiral binded form and its soft copy also shall be submitted.

Successful bidder should deploy suitable teams for undertaking the Physical Verification of Fixed assets as per scope of work mentioned in the NIQ. The bidder must ensure that the size of the teams is commensurate with the size of the unit and the volume of work involved. It should be ensured that the physical verification team is headed at all times by at least Chartered Accountant along with one semi qualified Chartered Accountant.

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

The work of Physical verification needs to be carried out during working hours of AAI, i.e. 9.30 Hrs to 18.00 Hrs from Monday to Friday except holidays.

The NIQ shall form part of the Award letter.

This NIQ/Bid will be published on AAI website and office notice Board.

For any query related to the above quotation a mail can be sent to **fin\_pakyong@aai.aero** or **apdpakyong@aai.aero**

Sd/-

(Airport Director)

No. AAI/FIN/PYG./PHY.VERIFICATION/2020-21

Date:-

**Annexure-I**

Name of the Work: NIQ for Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts for Pakyong Airport, Pakyong as on 31.03.2021

**Experience Certificate**

*(To be submitted in Envelope A)*

List of Departments/Govt. Departments/Organizations or Public Sector Undertakings where the job of Physical Verification carried out during the last three years:-

Sl. No.	Name of Government Department/ Public Sector Undertaking	Work Order No./LOI	Work Period	Completion Certificate no	Attached Yes/No
1.					
2.					
3.					
4.					

**(\*Work order & Completion Certificate copies must be enclosed, otherwise bidder will be rejected)**

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

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

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

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

E-mail.ID \_\_\_\_\_

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

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

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

**(Sign and seal)**

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

No. AAI/FIN/PYG/PHY.VERIFICATION/2020-21

Date:-

To:  
Airport Director,  
Airports Authority of India,  
Pakyong Airport,  
Pakyong-736106 (East Sikkim)

Subject: - Acceptance of Terms & Conditions of NIQ.

Name of Work: - NIQ/EOI for Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts for Pakyong Airport (East Sikkim) as on 31.03.2021

Dear Sir,

1. The NIQ/EOI document for the works mentioned above has been provided/supplied to us by Airports Authority of India and I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document made available to me / us, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
2. I / We hereby unconditionally accept the NIQ conditions of AAI's NIQ document in its totality for the above works.
3. It is clarified that after unconditionally accepting the NIQ conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the NIQ enclosed in envelope "A" & "B" and the same has been followed in the present case. In case any provisions of this NIQ are found violated after opening envelope "A" & "B". I / we agree that the NIQ shall be rejected.
4. That, I /We declare that I/we have not paid and will not pay any bribe to any officer of AAI 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 Faithfully,

(Authorized Signatory with Stamp)

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

**FINANCIAL BID**

*(To be submitted in Envelope B)*

Name of Work: - NIQ/EOI for Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts for Pakyong Airport (East Sikkim) as on 31.03.2021

Subject: - Submission of Financial Bid.

Sl.no.	Description	Total Fees(in Rs.)
1	<b>Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts for Pakyong Airport (East Sikkim) as on 31.03.2021</b>	

Total IN WORDS (Rs.

\_\_\_\_\_ only).

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

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

Yours Sincerely

(Authorized Signatory with Stamp)

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

\_\_\_\_\_

Telephone & Fax Nos.: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail Id: \_\_\_\_\_

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