

**Airports Authority of India**  
**O/o The Airport Director,**  
**Birsa Munda Airport**  
**Ranchi - 834002**

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**NOTICE INVITING QUOTATION / EXPRESSION OF INTEREST**

Ref No. AAI/RC/FIN/TAX QUOTATION/2023-24

Date: 31.05.2023

**Subject: Appointment of Tax Consultant for a period of One Year (extendable for further one Year on satisfactory performance) at Birsa Munda Airport, Ranchi.**

Notice Inviting Quotation is invited from the reputed Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms/ Company Secretary (CS) Firms on behalf of the chairman, Airports Authority of India, New Delhi by the Airport Director, Birsa Munda Airport, Ranchi 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 providing 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 monthly GST returns i.e. (GSTR-1, GSTR-3 , GSTR-7 and other returns) as prescribed as per the format and time as prescribed under the GST Act and rules for the time being in force.
- d) Preparation of data & filing of all annual GST returns i.e. (GSTR-9 & 9C and other returns) as prescribed as per the format and time as prescribed under the GST Act and rules for the time being in force.
- e) Verification of GSTIN before filing of GST Return.
- f) Assisting in month wise reconciliation of Input Tax Credit from GSTR 2B and maintaining database thereof for chasing non-filer vendors.
- g) Assisting in annual turnover reconciliation with monthly GST returns filed for identification of Exempt, Nil rated and Non-GST supplies and necessary corrections.

- h) 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.
- i) Generation and printing of TDS and TCS certificate in the format & time limit as required as per Income Tax Act and Rules for the time being in force.
- j) Revision of TDS/TCS/GST returns as and when required.
- k) Assisting in preparation of data related to Tax Audit and GST Audit.
- l) Assisting in clearing / adjustments in SAP in the General Ledger Accounts of GST Input, GST Output, GST Cash Credit, GST TDS etc.
- m) Attending/representing 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 with extra charges if applicable.
- n) Providing of Periodical information related to change in Direct and Indirect Taxation laws.
- o) 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.
- p) Assisting in preparation of data & filing of professional tax returns as per format and time limit as prescribed under respective statute.

The estimated cost is Rs. 2,35,700/- (Rupees Two lakh Thirty-Five Thousand Seven Hundred only) including GST for a period of one years from the date of award of Work order. However, the contract shall be extended further one Year on satisfactory performance. Quotation form can be down loaded from AAI web site after 31.05.2023 15.00 Hrs.

### **Eligibility Criteria**

- a) Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms/ Company Secretary (CS) Firms must have minimum average turnover related to similar work of last **Three** years (i.e in FY 2019-20,2020-21,2021-22) of Rs.15 lacs. The applicant firm shall be submitted their Financial Information as per Annexure-2 duly certified by Chartered Accountant with UDIN.
- b) Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms/ Company Secretary (CS) Firms should have the working knowledge of filling of TDS

Returns, tax audit or expertise in area of consultancy in Direct and Indirect Taxation for the period of minimum **three** years as on the date of publishing of NIQ. The Experience related to said area should be supported by Satisfactory Completion Certificate issued by client. **Tenderers showing experience certificate from non-governmental/non-PSU organizations should submit copy of tax deduction at source (TDS Certificate/26AS) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of Work, total Payment Received against the Work and TDS amount of the work should be enclosed as per Annexure-3.**

c) The applicant firm should have existence of minimum **three** years which is supported by Firm's Registration Certificate i.e(COP etc) issued by concerned Institutes.

d) The applicant Firm should have valid PAN, and GSTIN in the name of firm.

e) **The Firms who are having branch/ head office at Ranchi are only eligible for participation supported by documentary evidence.**

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, subscribing on the top "Sealed Quotation for **Appointment of Tax Consultant for a period of One Year (extendable for further one Year on satisfactory performance) at Birsa Munda Airport, Ranchi** " To the Office of Airport Director, Airports Authority of India, Birsa Munda Airport, Ranchi - 834002. The Schedule is as follows:

**Table-1: Critical Dates**

|  |                          |
|--|--------------------------|
| Publishing Date  | 31st May 2023            |
| Last Date of Submission of Quotation                                 | 14th June 2023 1500 Hrs. |
| Opening of Envelope, A Technical Bid                                 | 15th June 2023 1100 Hrs. |
| Opening of Envelope B Financial Bid of Technically Qualified Bidders | 16th June 2023 1100 Hrs. |

**Terms and Conditions of NIQ: -**

**Name of Work: Appointment of Tax Consultant for a period of One Year (extendable for further one Year on satisfactory performance) at Birsa Munda Airport, Ranchi.**

1. Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms/ Company Secretary (CS) 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 one year.
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/post in any of the working days as per the critical dates given above. AAI shall not be responsible for delay / Loss of quotation.

### **How to submit NIQ Documents:**

- A. Master Envelope subscribing on the top "**Sealed Quotation for Appointment of Tax Consultant for a period of One Year (extendable for further one Year on satisfactory performance) at Birsa Munda Airport, Ranchi**" 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 Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms/ Company Secretary (CS) Firms registration certificate (i.e. COP etc) issued by concerned institute.
    - e. Documents in support of minimum Turnover as per (a) of Eligibility criteria as stated in NIQ.
    - f. **Experience certificate** as per (b) of Eligibility criteria as stated in NIQ.
    - g. **Documentary evidence in support of Firm having office at Ranchi, Jharkhand.**
  - C. **Envelope B** marked as "Financial Bid" will contain duly filled quotation (schedule-A).
6. The successful bidder will have to execute an agreement on Non-Judicial stamp paper of Rs. 100/- within 07 days of acceptance of work order. The cost of stamp shall be borne by the firm.
  7. In case AAI feels the services are no more required from the Chartered Accountancy Firms/Cost & Management Accountant (CMA) Firms/ Company Secretary (CS) Firms then after giving 2 months' notice in writing AAI may terminate the contract and the 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 Firm have been utilized by AAI on proportionate basis. The Firm may discontinue by giving at least 2 months prior notice.
  8. The agency shall strictly comply without fail with all the rules and regulations as applicable for the time being in force.

9. The agency should obey the security restrictions and obtain the necessary passes to access the work place.
10. Before commencement of the work the agency should provide Security deposit of 10% of award amount. 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 Firm. And the same may be adjusted against security deposit or the bills of the Firm.
11. **Terms of Payment:**
  - a. The payment to Firm by AAI will be made on quarterly basis. On completion of work executed in every quarter, the 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. Taxes like TDS etc. will be deducted from the bills of the Firm as per the statutory acts as applicable for the time being in force.
  - b. The filling fees to be reimbursed to the Firm based on the documentary evidence produced.
  - c. Payment will be made to the Firm's Bank Account for which duly filled RTGS form/ Bank details must be submitted to us.
12. **For query,**  
the following official may be contacted:  
Manager (Finance), AAI, Ranchi, Mobile no.-8789401676

Dy. General Manager (Finance),  
For Airport Director,  
AAI, Ranchi

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 One Year (extendable for further one Year on satisfactory performance) at Birsa Munda Airport, Ranchi** 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 Firm with seal**

**FINANCIAL INFORMATION**

1. Financial Analysis - Details to be furnished Turnover for the last Three years duly certified by the Chartered Accountant as submitted by the applicant to the Income - Tax Department.

**Fig in lakhs Rs.**

| S.No | Particular                              | Financial Year (Last Three Years) |         |         |
|------|---|-----------------------------------|---------|---------|
|      |   | 2021-22                           | 2020-21 | 2019-20 |
| 1.   | Gross Annual Turnover                   |                                   |         |         |
| 2.   | Turnover from Similar Works as per NIQ. |                                   |         |         |

The bidder should give information strictly in above format.

Unique Document Identification Number (UDIN).....

Signature of Chartered Accountant with Seal

SIGNATURE (S) OF BIDDER (S)

ANNEXURE — 3

**DETAILS OF SIMILAR WORKS COMPLETED DURING THE LAST  
THREE YEARS ENDING ON LAST DAY OF MONTH PREVIOUS TO  
THE ONE IN WHICH TENDERS ARE INVITED**

| S No. | Name of work | Name and Address of client | Total Amount Received | TDS Amount | Date of commencement | Actual date of completion |
|-------|--------------|----------------------------|-----------------------|------------|----------------------|---------------------------|
| 1.    |              |                            |                       |            |                      |                           |
| 2.    |              |                            |                       |            |                      |                           |
| 3.    |              |                            |                       |            |                      |                           |
| 4.    |              |                            |                       |            |                      |                           |

Unique Document Identification Number (UDIN).....

Signature of Chartered Accountant with Seal

SIGNATURE (S) OF BIDDER (S)



### SCHEDULE - A

**Sub:- Appointment of Tax Consultant for a period of One Year (extendable for further one Year on satisfactory performance) at Birsa Munda Airport, Ranchi.**

| Item No. | Description   | Quantity | Quoted Amount(Including of GST) (Rs.) |
|----------|---|----------|---------------------------------------|
| 1        | <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 time being in force.</p> <p>b) Generation and providing 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 monthly GST returns i.e. (GSTR-1, GSTR-3 , GSTR-7 and other 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) Preparation of data &amp; filing of all annual GST returns i.e. (GSTR-9 &amp; 9C and other 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>e) Verification of GSTIN before filing of GST Return.</p> <p>f) Assisting in month wise reconciliation of Input Tax Credit from GSTR 2B and maintaining database thereof for chasing non-filer vendors.</p> <p>g) Assisting in annual turnover reconciliation with monthly GST returns filed for identification of Exempt, Nil rated and Non-GST supplies and necessary corrections.</p> <p>h) 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>i) Generation and printing of TDS and TCS certificate in the format &amp; time limit as required as per Income Tax Act and Rules for the time being in force.</p> | 1 Job    |                                       |

|  |  |  |  |
|--|--|--|--|
|  | <p>j) Revision of TDS/TCS/GST returns as and when required.</p> <p>k) Assisting in preparation of data related to Tax Audit and GST Audit.</p> <p>l) Assisting in clearing / adjustments in SAP in the General Ledger Accounts of GST Input, GST Output, GST Cash Credit, GST TDS etc.</p> <p>m) Attending/representing 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 with extra charges if applicable.</p> <p>n) Providing of Periodical information related to change in Direct and Indirect Taxation laws.</p> <p>o) 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 reports if required in GST/TDS/TCS etc.</p> <p>p) Assisting in preparation of data &amp; filing of professional tax returns as per format and time limit as prescribed under respective statute.</p> |  |  |
|--|--|--|--|

**Total Amount (Rs.) ..... (In figures) and  
Rupees..... (In words) only.**

**The above rates Inclusive of GST.**

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