



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5765669
Dated/दिनांक : 30-12-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	20-01-2025 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	20-01-2025 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Civil Aviation
Department Name/विभाग का नाम	Airports Authority Of India (aai)
Organisation Name/संगठन का नाम	Rhq - Er
Office Name/कार्यालय का नाम	Airports Authority Of India, Eastern Region
क्रेता ईमेल/Buyer Email	buycon124.aairnr.up@gembuyer.in
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Internal Audit
Contract Period/अनुबंध अवधि	2 Month(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	118118
Payment Timelines	Payments shall be made to the Seller within 30 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the

bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Physical verification of Fixed assets at various location - [1735560742.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1735561533.pdf](#)

Manpower Hiring For Financial Services - Onsite; Internal Audit (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Internal Audit
Certifications of Professional/Resources required	CA OR CMA
Qualification of Professional/Resources required	CA , ICWA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Satish Sharma	700052,Regional E&M Workshop, AAI, Eastern Region, Gouripur, Birati, Kolkata - 700051	2	<ul style="list-style-type: none"> Number of Months : 2

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



Airports Authority of India

N.S.C.B.I. Airport, Eastern Region, Kolkata – 700 052

No. AAI/KOL/FIN/PHY.VERIFICATION/2023-24

Dt. 30.12.2024

Subject: - Physical Verification of Fixed Assets and Reconciliation with SAP FAR for 08 Airports/ Units as on 31.03.2024

Tenders are invited by the Senior Manager (Finance), Airports Authority of India N.S.C.B.I. Airport, Kolkata – 700 052 for engaging Chartered/Cost accountant firms for “Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for 08 Airports / Units of AAI, Eastern Region” at an Estimated Cost of Rs. 1,18,118/- (Rs. One Lakhs Eighteen Thousand and One Hundred Eighteen only) (All inclusive).

(L1 Bidder will be awarded the job subject to fulfilling the eligibility criterion/terms and condition.)

(Technical) (Must be Clearly Marked Outside) containing copies of :-

1. The bidder must be a Chartered/Cost Accountant firm.
2. Valid PAN Card,
3. GST Registration Certificate, if any,
4. Experience Certificate as per Annexure – I (to prove meeting eligibility criterion), &
5. Original letter of Acceptance duly signed as per format given in Annexure – II.
6. Undertaking of Debarment / Blacklisting/ Restraintment as per format given in Annexure-III

SCOPE OF WORK: -

- 1) To carry out a comprehensive Physical Verification of Fixed Assets at 08 Airports / Units of AAI, Eastern Region in co-ordination and consultation with the unit in charge. (**Address given in Annexure-IV**)
- 2) 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.
- 3) Reconciliation of Physical Fixed Assets with respective Books of Accounts, SAP Fixed Assets Register indicating excess or shortages. Identifying the Assets which are not in working condition may be listed and inserted in the report.
- 4) Whether any shortfall in internal control is noticed and the corrective action or checks to be kept in place for better control.
- 5) Submitting the detailed report indicating reconciliation and suggesting entries to be passed in the books of accounts with individual Assets nos.

Eligibility Criteria:

- 1. The Chartered / Cost Accountant Firms, having experience of Physical Verification of Fixed Assets in any Govt. Departments/Organisations (Central Govt. or state Govt.) or Public Sector Undertakings (PSUs) during the last five years are eligible to apply.**
- 2. Work Order copies with satisfactory work completion certificate 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 in total for the entire work.

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 **The General Manager (Finance), Airports Authority of India, Eastern Region, NSCBI Airport** is the paying authority. The payment will be processed within 30 days of satisfactory completion of the work and submission of Physical verification Report and submission of Invoice. Bank details are mandatory for making E-payment (**Format of Bank details given in Annexure-V**). The payment of the bill is subject to submission and acceptance of the Physical Verification Report by the Competent Authority.

Terms & Conditions: -

Estimated cost of Rs. 1,18,118/- (Rs. One Lakhs Eighteen Thousand and One Hundred Eighteen only) inclusive of all expenditure i.e. Travelling, Food, Hotel charges, Local conveyance and GST as applicable towards the work.

Authorised signatory certificate must be there, 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 tender.

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 without assigning any reason.

GM (F&A),ER will be the Competent Authority and his decision will be binding upon award of job.

Two copies of the final report shall be submitted in a binded /spiral binded form.

Successful bidder should deploy suitable teams for undertaking the Physical Verification of Fixed assets as per scope of work mentioned in the in consultation and co-ordination with the unit In Charge. 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 / Cost Accountant along with one semi qualified Chartered / Cost 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. 09:30 Hrs to 18:00 Hrs from Monday to Friday except holidays.

For any query related to the above quotation a mail can be sent at gmfer@aai.aero.

**Senior Manager (Finance),
AAI, ER, NSCBI Airport, Kolkata.**

No. AAI/FIN/RAU/PHY.VERIFICATION/2023-24

Date:-

Name of the Work: Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for 08 Airports / Units of AAI, Eastern Region” as on 31.03.2024

Experience Certificate

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

Sl. No.	Name of Government Department/ Public Sector Undertaking	Work Order No./ Client Certificate No.	Date
1.			
2.			
3.			

(*Work order / Client Certificate copies not enclosed with this certificate will not be considered)

Signature of the Vendor/Agency: _____

Name: _____

Name of the Firm: _____

Address: _____

PAN: _____ GSTIN: _____

Date: _____

(Sign and seal)

ACCEPTANCE LETTER

No. AAI/FIN/RAU/PHY.VERIFICATION/2023-24

Date:- .

To:

The Senior Manager (Finance),
O/O The General Manager (Finance),
Airports Authority of India, Eastern Region,
NSCBI Airport
Kolkata – 700 052.

Subject: - Acceptance of Terms & Conditions

Name of Work: - Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for 08 Airports / Units of AAI, Eastern Region” as on 31.03.2024

Dear Sir,

1. The 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 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 conditions of AAI's document in its totality for the above works.
3. It is clarified that after unconditionally accepting the conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the enclosed in envelope "A" & "B" and the same has been followed in the present case. In case any provisions of this are found violated after opening envelope "A" & "B". I / we agree that the 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: _____

No. AAI/FIN/RAU/PHY.VERIFICATION/2023-24

Date:-

Proforma for Undertaking regarding Debarment / Blacklisting/ Restraintment
(TO BE SUBMITTED ON FIRM LETTERHEAD PAD)

Name of Work: Physical Verification of Fixed Assets and Reconciliation thereof with the Books of Accounts (SAP) for 08 Airports / Units of AAI, Eastern Region” as on 31.03.2024

I / We (name and post of authorized signatory) on behalf of (Name of Firm) do here by solemnly affirm and declare as follows:

1. Our firm is not restrained / debarred/ blacklisted by Airports Authority of India (AAI) / Ministry of Civil Aviation (MoCA)/ Dept. of Expenditure (DoE), Ministry of Finance and the debarment/ blacklisting/ restraintment is not in force as on last date of opening of tender (Envelop – I, normally called as technical bid).
2. None of Proprietor / Partners / Board Members / Directors of M/s (Name of Firm) has remained Proprietor / Partner/ Board Member/ Director in any firm which stands debarred /blacklisted/restrained by AAI/ MoCA/ DoE and the department/ blacklisting/ restraintment is not in force as on last date of opening of tender (Envelope-A, normally called as technical bid).
3. Our firm understands that if our firm either debarred before the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) or debarred before the date of contract by AAI/ MoCA/ DoE (Department applicable for all Ministers/ Departments), our bid is liable to be rejected at that stage.
4. Our firm understands that at any stage, if above statements are found to be false, our firm shall be liable for debarment from bidding in AAI, apart from any other appropriate contractual legal action including debarment/ blacklisting/ restraintment, termination of the contract etc. as demand fit.

Dated:

[Signature and name of the authorized signatory of the firm]

Place:

Sl.no.	Places /Stations where Physical verification of Fixed assets to be undertaken	Complete Address
1.	Kolkata Regional Office (all units except Kolkata Airport)	Airports Authority of India, NCSBI Airport Administrative office Building, Kolkata-700052, West Bengal.
2.	Fire Service Training Centre (FSTC), Narayanpur, Kolkata	Principal, Fire Service Training Centre, Airports Authority of India, Narayanpur, Kolkata-700136.
3.	Behala Airport	Airport Director, Airports Authority of India, Civil Aerodrome, Behala, Kolkata-700060
4.	Berhampur MSSR Site, Odisha	Officer-In-Charge, MSSR Site, Narendrapur, Berhampur-760007, Odisha.
5.	Cooch Behar Airport	Officer-In-Charge, Coochbehar Airport, Coochbehar-736101, West Bengal.
6.	Jamshedpur Airport	Officer-In-Charge, Airports Authority of India, ACS, Jamshedpur Airport, P.O-Sonari, Jamshedpur-831011
7.	Jharsuguda Airport	Airport Director, Airports Authority of India, V.S.S Airport, Jharsuguda-768204.
8.	Katihar CNS station	Officer-In-Charge, Airports Authority of India, ACS, Katihar-854106.

Annexure-V

Sl No	Particulars	Details
1	Name of Beneficiary	
2	Bank Name	
3	Branch	
4	Account Number	
5	IFSC	