

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-08-2025 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	11-08-2025 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Civil Aviation
विभाग का नाम/Department Name	Airports Authority Of India (aai)
संगठन का नाम/Organisation Name	Airports Authority Of India
कार्यालय का नाम/Office Name	Dehradun
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Indirect Tax Expert
अनुबंध अवधि /Contract Period	2 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	700000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	14000

#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### लाभार्थी /Beneficiary :

AIRPORT DIRECTOR

1. BENEFICIARY NAME AIRPORTS AUTHORITY OF INDIA 2. BENEFICIARY ACCOUNT NUMBER 31869898517 3. ACCOUNT CURRENCY INR 4. IBAN/TYPE OF ACCOUNT CURRENT ACCOUNT 5. BENEFICIARY BANK NAME STATE BANK OF INDIA 6. BENEFICIARY BANK BRANCH NAME HIHT JOLLY GRANT AIRPORT, DEHRADUN, UTTARAKHAND-248140 15 7. BENEFICIARY BANK ADDRESS HIHT JOLLY GRANT AIRPORT, DEHRADUN, UTTARAKHAND-248140 8. BENEFICIARY COUNTRY CODE/MICR 248002201 9. BENEFICIARY BANK DOMESTIC CLEARING CODE SBIN0010580 10. BENEFICIARY NAME & ADDRESS AIRPORTS AUTHORITY OF INDIA JOLLY GRANT AIRPORT, DEHRADUN,

UTTARAKHAND-248140 11. BENEFICIARY PAN NO AAACA6412D 12. BENEFICIARY GST NO 05AAACA6412D1ZE 13. BENEFICIARY EMAIL IDS fin.vidn@aai.aero puvvac@AAI.AER  
(Airports Authority Of India)

### विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	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. 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.

3. 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.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:**As per NIT, minimum turnover is 150 Lakhs and accordingly sellers are required to upload relevant documents as per NIT.

**The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government):**As per NIT, minimum turnover is 150 Lakhs and accordingly sellers are required to upload relevant documents as per NIT.

**Service provider must have a dedicated team of required manpower of XX for the project:**As per NIT, minimum turnover is 150 Lakhs and accordingly sellers are required to upload relevant documents as per NIT.

**Scope of Work:**[1752840570.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Legal Status of the Bidder	10	5	<a href="#">View File</a>
financial capacity	15	10	<a href="#">View File</a>
experience	15	10	<a href="#">View File</a>
service provider resources	15	10	<a href="#">View File</a>
assignment undertaken	15	10	<a href="#">View File</a>
presentation	10	5	<a href="#">View File</a>
Financial bid	20	10	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):80:20**

**Presentation Venue:**o/o airport director, dehradun airport

finance section

pin-248140

PPT may be scheduled either offline or online.

### **Manpower Hiring For Financial Services - Offsite; Indirect Tax Expert ( 1 )**

#### **तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Offsite
Type of Professional/Resources required	Indirect Tax Expert
Certifications of Professional/Resources required	GST consultant
Qualification of Professional/Resources required	CA , ICWA
Total Experience of Professionals / Resources (In years)	7
<b>एडऑन /Addon(s)</b>	

#### **इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	NA

#### **अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

#### **प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Vipin Kumar	248140,AIRPORTS AUTHORITY OF INDIA DEHRADUN AIRPORT DEHRADUN - 248140	1	<ul style="list-style-type: none"> <li>Number of Months : 24</li> </ul>

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

### 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 Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

## अस्वीकरण/Disclaimer

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:-

- 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.
- Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- Creating BoQ bid for single item.
- Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- Floating / creation of work contracts as Custom Bids in Services.
- 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)
- Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- Seeking experience from specific organization / department / institute only or from foreign / export experience.
- Creating bid for items from irrelevant categories.
- Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- Reference of conditions published on any external site or reference to external documents/clauses.
- Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
- Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid

template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.

16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---



**AIRPORTS AUTHORITY OF INDIA**  
**DEHRADUN AIRPORT, UTTARAKHAND**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR UTTARAKHAND STATE**

**E-TENDER NO. AAI/DEHRADUN/GST CONSULTANT/2025**

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

**Start Date & Time for Online Submission : As per GeM Bid**

**Last date & Time of Online Bid Submission: As per GeM Bid**

**Opening of Technical Bid : As per GeM Bid**

**AIRPORTS AUTHORITY OF INDIA**  
**DEHRADUN AIRPORT, UTTARAKHAND**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR UTTARAKHAND STATE**

**E-TENDER NO. AAI/DEHRADUN/GST CONSULTANT/2025**

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**AIRPORTS AUTHORITY OF INDIA**  
**DEHRADUN AIRPORT, UTTARAKHAND**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR UTTARAKHAND STATE**

**E-TENDER NO. AAI/DEHRADUN/GST CONSULTANT/2025**

**IMPORTANT POINTS TO NOTE**

E-TENDER DOCUMENT NO.	AAI/DEHRADUN/GST CONSULTANT/2025
TENDER INVITED FOR	ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR UTTARAKHAND STATE
VALIDITY OF THE TENDER	<b>90 DAYS</b> FROM THE DUE DATE FOR SUBMISSION OF TENDER
PUBLISHING OF TENDER DOCUMENTS ON GeM PORTAL	<b>As per GeM Bid</b>
START DATE & TIME FOR ONLINE SUBMISSION OF BID	<b>As per GeM Bid</b>
LAST DATE & TIME FOR ONLINE SUBMISSION OF BID	<b>As per GeM Bid</b>
TIME & DATE OF OPENING OF TECHNICAL BID	<b>As per GeM Bid</b>
TIME & DATE OF OPENING OF PRICE BID	<b>As per GeM Bid</b>
Estimated Price of the Contract (For 2 Years)	<b>7,00,000/-</b>

**AIRPORTS AUTHORITY OF INDIA**  
**DEHRADUN AIRPORT, UTTARAKHAND**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR UTTARAKHAND STATE**

**E-TENDER NO. AAI/DEHRADUN/GST CONSULTANT/2025**

**DISCLAIMER**

The information contained in this NOTICE INVITING E-TENDER document (the "e-Tender") or subsequently provided to Applicant(s), whether in documentary form, by or on behalf of the Authority, is provided to Applicant(s) on the terms and conditions set out in this e-Tender and such other terms and conditions subject to which such information is provided.

This e-Tender is neither an agreement nor an offer by the Authority but an invitation to the prospective Applicants or any other person. The purpose of this e-Tender is to provide interested parties with information that may be useful to them in the formulation of their financial application pursuant to this e-Tender. This e-Tender includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the subject Concession. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This e-Tender may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this e-Tender. The assumptions, assessments, statements and information contained in this e-Tender may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own assessment, due diligence and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this e-Tender and obtain independent advice from appropriate sources.

Information provided in this e-Tender to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this e-Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the e-Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this e-Tender or arising in any way for participation in the bidding process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this e-Tender.

The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this e-Tender.

The issue of this e-Tender does not imply that the Authority is bound to select all the Proposals forbidding process for the Concession and the Authority reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Application, regardless of the conduct or outcome of the Bidding process.

The Applicant shall be wholly responsible for any statements/documents/ records, etc. submitted pursuant to this e-Tender and ensure accuracy thereof. The Authority or its employees shall accept no responsibility or liability for any deficiency that may be made by the Applicant. Any false declaration made by the Applicant shall invite action as may be decided by the Authority including termination of Concession, debarring, forfeiture of EMD and/or Security Deposit. The Applicant shall also indemnify the Authority and its employees from actions arising out of this e-Tender.

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**DEHRADUN AIRPORT, UTTARAKHAND**

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**E-TENDER NO. AAI/DEHRADUN/GST CONSULTANT/2025**

**NOTICE INVITING ONLINE TENDER**

- 1.1 Online tenders through **GeM Portal** are invited by the Airports Authority of India for Engagement of Professional Consultant for GST and related services for a period of **24 months (2 Years)** on the basis of the evaluation with scope for extension for an additional period of up to 12 months (01 Year) with same terms and conditions on mutual consent.
- 1.2 The tender document is made available through **GeM Portal** on or before the due date and time of submission.
- 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 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.
- 1.6 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 GeM portal after scanning in **.pdf** format. The Tenderer may submit either Notarized or Self attested copies of the documents. **In case it is required (i.e., at the discretion of AAI) 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.**
- 1.7 The prospective tenderer shall submit queries, if any, through GeM Portal as per timelines of GeM Portal, so that the queries can be clarified.
- 1.8 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

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**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR UTTARAKHAND STATE**

**E-TENDER NO. AAI/DEHRADUN/GST CONSULTANT/2025**

**GENERAL INFORMATION**

Please visit AAI website at [www.aai.aero](http://www.aai.aero) for information about AAI.

This tender is floated for the works related to one number of GSTN of AAI as per details below:

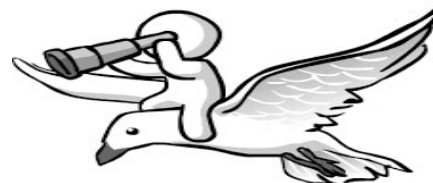
1. One GSTN of AAI for the state of Uttarakhand

**Bird Eye View of the Work:**

- i. **Total Number of Line Items (for Customer & Vendor) per Month as per ERP-SAP (based on average of the last three returns period)**

**Uttarakhand**

**→ 1400 Line Items approx.**



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**SECTION I**

**SCOPE OF WORK**  
**(GST matters of Uttarakhand State)**

**Good and Service Tax (GST)/ Service Tax:**

**1. Consultancy Service**

- a. To give written opinion on issues/matters as referred from time to time in relation to GST & related issues (including availing of CENVAT Credit/Input Tax Credit of various input services utilized/goods purchased by AAI, import & export of goods/services, etc.), within two working days.
- b. Opinion on matters relating to Accounting of GST/Service Tax (including but not limited to output and input services).
- c. Opinions/comments/clarifications on various GST/Service Tax issues raised by the airports/ RHQ/CHQ.
- d. Opinion on the issues raised in audit conducted by the various Authorities.
- e. Any other advice to AAI on any other GST/Service Tax related issues as and when required.
- f. Advice & opinion in r/o Stock Valuation policy, E-way bills, records to be maintained under GST Act.
- g. Update the AAI officials about various amendments taking place in tax laws rules, regulations notifications, circulars, directions etc. from time to time and assist in dealing the same through training, GST updates, clarifications, opinions etc., and assist in making policy for the same.
- h. To examine and assist in replying to any query or communication (excluding show cause notice, summon, appeals, audit & investigation etc.) received from GST/ST/DGGI and similar authorities.
- i. To create training material & presentation/manual/SOP for the use of the AAI's staff and assisting in implementing of GST related circulars issued by RHQ/CHQ, Delhi.
- j. To provide guidance/advise for developing necessary tools for reviewing, monitoring, reporting and compliance with reports required in GST regime and verify completeness and correctness of the data generated through the system for GST Returns.
- k. To advice on all circulars /policies /procedures issued by CHQ regarding GST/Service Tax.
- l. To advice on tax planning benefits /rebates /deductions/ exemptions available under GST Act.
- m. Highlight areas of potential non-compliances' for immediate regulation.
- n. To identify/prepare/file/monitor, refunds of GST/Service tax from Central Board of Indirect tax and Custom along with details and Appeal Effect orders and update the refund status to AAI and preparation of letters in this regard to be submitted to the Department.
- o. To update/assist in updation, of registration certificate regarding additional place of business, change in authorized signatory, any other updation as required time to time, etc.
- p. Review of Accounting in SAP environment as per GST Law and incorporating of changes in SAP as per GST Act amended from time to time.
- q. Submission of report on review conducted on GST accounting in SAP and also to provide guidance for resolving the areas of concern.

**2. Filing of GST Returns of Uttarakhand State**

- a. To prepare/check/scrutinize and file accurate and complete GST returns of AAI Uttarakhand State within the prescribed time as required under the GST Act including original/revised GST returns (including preparation of necessary schedules as per T-code for GST report and attachments required for filing the return), and any other Return as may be Notified by GST Department/Council under the Provisions of the GST Act and the Rules made thereunder in the requisite format prescribed under the GST regime from time to time, including monthly remittances of GST Liability after detailed analysis and review of ERP-SAP Data incorporating all the factors/components like:
- Exempted/Nil Rated Outward Supply.
  - Reverse Charge Mechanism (RCM)
  - Inward Supply and analysis of Input Tax Credit (including availing/non-availing of ITC) consolidated by AAI for the different business places.
  - HSN/SAC & GSTIN Validation
  - Reconciliation of E-Invoices with SAP data.
  - Any other Checks and Balances as may be deemed necessary

The SAP line items on an average (last three return periods) for monthly output supply are 950 approx. and for inward supply are 450 approx.

- b. Reconciliation / matching / compilation of input tax credit availed in books of accounts/ missing ITC with GSTR form 2B (or any other relevant GST account, as the case may be) or any other form or manner as notified by GST Authorities from time to time OR as required by AAI and providing detailed report to match unreconciled/unmatched/missed ITC on monthly basis. This detailed working is to be done invoice wise manually so that there is no error/omission/unmatched/unclaimed ITC remains before filling the GSTR-3B. Detailed working to be provided to AAI in excel sheet in format as required by AAI before filling the GSTR-3B.
- c. Monthly reconciliation of Turnover data from General Ledger with ZGST Report.
- d. Development / up gradation / implementation of standardized format for compilation of data from SAP for GST returns required to be filed under GST laws.
- e. Monthly reconciliation of GST Electronic cash ledger and Electronic credit ledger as per GST Portal with cash and credit ledger as per books of accounts & necessary corrective action in return & books.
- f. Verifying the data for TDS on GST payment, generation of challan, filing of monthly TDS on GST returns, issuance of certificate etc. Similar steps are to be performed for other monthly GST returns.
- g. Implementation of any changes related to GST Return (Inward & Outward) filing on GST Portal need to be replicated after necessary changes in SAP /AIMS billing system is to be done and along with necessary SOP such as E-invoicing etc.
- h. Timely Preparation and filing of GST Annual Return and GST Annual Reconciliation Statement (i.e., GSTR9, GSTR9C and/or any other form or manner as notified by GST Authorities from time to time) complete in all respect and assisting corrective actions in books of Accounts along with certification of GSTR9/GSTR-9C if notified by GST Authorities for mandatory certification of GSTR9/GSTR-9C (or any other form as notified by GST Authorities from time to time).
- i. Reply of queries raised by any Auditor in connection with GST & Service Tax.
- j. Review of GL in SAP to ensure eligible input tax credit is claimed in the returns so filed.
- k. Reconciliation of GL & report extracted from SAP & analyzing the difference if any before filing the monthly returns & advising corrective actions in books of Accounts.
- l. Review of output liability as per GL & report extracted from SAP & identifying for any error related to place of supply, nature of tax etc. before filing the monthly returns and advising corrective actions in books of Accounts.
- m. Proper guidance in E- Way bills generation and creation of sub user etc. & necessary accounting guidance & reflection in GST returns.

### **3. Refunds**

To identify /prepare/file / monitor refunds of GST/ from Central Board of Indirect tax and Custom along with details and Appeal Effect orders and update the refund status to AAI and preparation of letters in this regard to be submitted to the Department.

#### **4. Review of SAP Accounts**

- a. Review of Accounting in SAP environment as per GST Law and incorporating of changes in SAP as per GST Act amended from time to time.
- b. Submission of report on review conducted on GST accounting in SAP and also to provide guidance for resolving the areas of concern.
- c. Conducting detailed trial balance / ledger review on quarterly basis to ensure that GST is being paid on all taxable supplies under forward charge as well as reverse charge mechanism
- d. Review of issuing of invoices of outward supply & inward supplies under RCM.

#### **5. Scrutiny of Return**

To examine and assist in drafting ASMT-10 notices or automated return mismatch notices in DRC-01B and DRC-01C or any other similar communication received from department on return mismatch scrutiny.

6. 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 Indirect Tax Law (Service Tax / GST ) including all kinds of updation/ changes and all the work relating to GST Act, Rules & subsequent notifications, circulars etc. as & when issued by GOI /CBIC including work related to previous periods also.
7. Necessary Cooperation in the Future for Any Clarification sought From the Department/Auditor for any event/transaction occurred During the Period of Contract related to the Scope of Work allotted.



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**SECTION II**

**VOLUME - I TECHNICAL BID**

**1. Eligibility Criteria:-**

The Bidder should fulfill all the following parameters for evaluation of Technical Bid: -

- i. The Bidder should be a Partnership Firm/LLP, of Chartered Accountants/Cost Management Accountants registered in India having minimum experience of 10 (Ten) years.
- ii. The Bidder should have average annual gross receipts / turnover (total consultancy fee, filing fee etc charged in the process of usual business but excluding other Income) of Rs. 1.5 crore (One and Half Crore) in the last 3 (Three) completed financial years i.e. 2021-22, 2022-23 and 2023-24 (audited financial statements).
- iii. The Bidder should have minimum 8 (Eight) full time qualified CAs / CMAs as partners out of which at least 1 (One) should be having at least 7 (Seven) years of post-qualification experience in the indirect taxation field (more than six months experience shall be considered as one year) and should have completed the Certificate Course on GST/Indirect Tax conducted by ICAI.
- iv. The Bidder should have minimum 05 (Five) paid qualified CA/CMAs (other than partners) out of which at least 1 (One) should have minimum 2 years post qualification experience in Indirect Taxation field (more than six months experience shall be considered as one year).
- v. The Bidder should have undertaken similar GST assignments of at least 2 (Two) Central PSU/Listed Companies having annual turnover of Rs. 300 crores or more for a period of at least one year in the last 3 (Three) completed financial years (audited) i.e. 2021-22, 2022-23 and 2023-24. Contracts awarded during Q4 F.Y. 2023-24 or/and Q1 F.Y. 2024-25 and are still in running shall also be considered for this condition.

**2. Evaluation criteria:-**

Evaluation will be done only for the bidders satisfying all the parameters of eligibility criteria.

The Bidders/Applicants should fulfill the following Evaluation criteria: -

<b>Sl. No</b>	<b>Evaluation Criteria</b>	<b>Marks</b>	<b>Documents to be submitted</b>
1	<b><u>Legal Status Of The Bidder</u></b> The Bidder should be a Partnership Firm/LLP, of Chartered Accountants/Cost Management Accountants registered in India <b>having minimum experience of 10 (Ten) years.</b> Minimum marks for 10 years' experience will be 5. For each additional full year of experience, 1 additional mark will be awarded subject to maximum of 10 marks	10	Self-Certified copy of Registration issued by Institute of Chartered Accountants/ Cost Accountants of India.
2	<b><u>Financial Capacity</u></b> The bidder should have average annual	15	Audited financial statements of the firm

	gross receipts / turnover (total consultancy fee, filing fee etc charged in the process of usual business but excluding Other Income) of Rs. 1.5 crore (One Crore and Fifty Lakhs) in the last 3 (Three) completed financial years i.e. 2021-22, 2022-23 and 2023-24. Minimum marks for the criteria for having average annual turnover / receipts of Rs. 1.5 crore in the last 3 completed financial years will be 10. For each additional Rs. 1 (one) crore turnover / receipts, additional 1 mark will be awarded subject to maximum of 15 marks.		(Balance Sheet, Profit and Loss Account) duly certified
3	<b><u>Experience</u></b> The Bidder should have minimum 8 (Eight) full time qualified CAs / CMAs as partners out of which at least 1 (One) should be having at least 7 (Seven) years of post-qualification experience in the indirect taxation field (more than six months experience shall be considered as one year) and should have completed the Certificate Course on GST/Indirect Tax conducted by ICAI. Minimum marks for the criteria will be 10. The Partner having 7 years of post-qualification experience and having completed the Certificate Course on GST/Indirect Tax conducted by ICAI should only be named for this assignment. The bidder having the partner so named having experience of more than 7 years and having completed certificate course on GST/Indirect Tax will be awarded one additional mark for each additional year of experience in Indirect taxes subject to maximum of 15 marks. (More than six months experience shall be considered as one year).	15	List of the partners along with the resume giving the brief details of relevant experience in Indirect taxation and the membership no. The list should be attested by Managing Partner / Senior Partner establishing the fulfillment of criteria.  The resume should separately mention the work done and period of experience in Indirect Taxation.
4	<b><u>Service Provider Resources</u></b> The Bidder should have minimum 5 (Five) paid qualified CA/CMA's (other than partners) out of which at least 1 should have minimum 2 year of post qualification experience in Indirect Taxation field (more than six months experience shall be considered as one year). Minimum marks for the criteria will be 10. The above qualified employee who will associate/deal with AAI should be named. Employee having 2 years of post-qualification experience should be named. The bidder having the employee so named having experience of minimum 2	15	List of qualified CAs/ CMAs as per payroll listing along with the Segment handled, membership no. and post qualification experience in Indirect Taxation. The list shall be certified by the Managing Partner/ Senior Partner establishing the fulfillment of criteria.

	years will be awarded 1 additional mark for each additional year of experience in Indirect taxation subject to maximum of 15 marks. (More than six months experience shall be considered as one year).		
5	<b><u>Assignment Undertaken</u></b> The Bidder should have undertaken similar GST assignments of at least 2 (Two) Central PSU/Listed Companies having annual turnover of Rs. 300 crores or more for a period of at least one year in the last 3 (Three) completed financial years (audited) i.e. F.Y. 2021-22, 2022-23 and 2023-24. Minimum marks for the criteria will be 10. For each additional similar assignment handled for a period of at least 1 year during last 3 financial years, additional 1 mark will be awarded subject to maximum of 15 marks. Contracts awarded during Q4 F.Y. 2023-24 or/and Q1 F.Y. 2024-25 and are still in running shall also be considered for this condition.	15	List of assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of assignment and turnover for the relevant F.Y. The list shall be certified by the Managing Partner/ Senior Partner Proof of execution of services/ other credentials (award letter and certificate of completion/ certificate of continuation of service in case of ongoing assignment on company letter head clearly indicating services provided, financial year of provision of service, etc) and Audited Balance Sheet & P&L of the client for determining the turnover.
6	<b><u>Presentation</u></b> Presentation on bidders competence in Indirect taxation and how it will be helpful and beneficial to AAI with relation to scope of work as defined in the tender. (It will be conducted after opening of Technical bid).	10	
	Total Marks	80	
	Other criteria's (Mandatory)		
	Firm should have experience/exposure of working in SAP based accounting environment.	No Value	Documentary Evidence/Certificate from the respective company/client.
	The Bidder should have full time office in Dehradun/Delhi/New Delhi/Noida/Gurugram	No Value	Proof of address, Ownership documents, lease / rent deed, electricity / water bill etc.
	The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.	No Value	Self-declaration

Note: -

1. **The Bidder scoring at least 50 marks in technical criteria apart from meeting minimum specified eligible criteria in all the categories will be selected as Technically Qualified Bidder.**

2. The Technical bid prepared by the bidder shall comprise of:
  - i. All documents of technical bid as per Volume-I Technical Bid, Section II (Online).
  - ii. Covering Letter as specified in Format I, Section V (Online).
  - iii. Unconditional Acceptance Letter as specified in Format II, Section V (Online).
  - iv. Evaluation criteria as specified in Format III along with all documentary evidences, Section V (Online).
3.
  - 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 may be given an opportunity to submit the same (once and for all), within a stipulated time frame.
  - iii) Non-submission of requisite documents after the same (i.e., within a stipulated time frame), will lead to disqualification of the said bidder/bidders' from Tender process.
4. Every page of the Documentary evidence needs to be submitted duly self-attested by the bidder for each of the Evaluation criteria.
5. Self-declaration needs to be signed by authorized signatory(s).
6. 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.
7. 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.
8. Experience in Indirect Taxation includes erstwhile Central Excise, VAT and other indirect tax laws also.
9. For the Purpose of Point no 5 of Evaluation Criteria, similar assignment means filing of GST Returns (monthly as well as Annual) OR GST Consultancy Services OR GST Audit OR Any Special Audits OR any Departmental Audits Conducted in erstwhile indirect tax regime.
10. Tender Fee to be paid Rs. 500/- and EMD @ 2% of the Estimated Cost, to be paid in the Bank Details as mentioned below:-

1.	BENEFICIARY NAME	AIRPORTS AUTHORITY OF INDIA
2.	BENEFICIARY ACCOUNT NUMBER	31869898517
3.	ACCOUNT CURRENCY	INR
4.	IBAN/TYPE OF ACCOUNT	CURRENT ACCOUNT
5.	BENEFICIARY BANK NAME	STATE BANK OF INDIA
6.	BENEFICIARY BANK BRANCH NAME	HIHT JOLLY GRANT AIRPORT, DEHRADUN, UTTARAKHAND-248140

7.	BENEFICIARY BANK ADDRESS	HIHT JOLLY GRANT AIRPORT, DEHRADUN, UTTARAKHAND-248140
8.	BENEFICIARY COUNTRY CODE/MICR	248002201
9.	BENEFICIARY BANK DOMESTIC CLEARING CODE	SBIN0010580
10.	BENEFICIARY NAME &ADDRESS	AIRPORTS AUTHORITY OF INDIA JOLLY GRANT AIRPORT, DEHRADUN, UTTARAKHAND-248140
11.	BENEFICIARY PAN NO	AAACA6412D
12.	BENEFICIARY GST NO	05AAACA6412D1ZE
13.	BENEFICIARY EMAIL IDS	fin.vidn@aai.aero puvvac@AAI.AERO

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**SECTION II**

**VOLUME -II FINANCIAL BID EVALUATION**

**PRICE BIDS SHALL BE OPENED ONLY FOR TECHNICALLY QUALIFIED BIDDERS.**

The price shall be firm and inclusive of all applicable taxes & duties **including 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, Section V).

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**SECTION III**

**SPECIAL TERMS AND CONDITIONS**

**1. PERIOD OF CONTRACT**

The Period of engagement of Consultant shall be **TWO (02) Years** 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 (01) year, on mutual consent, with the approval of Competent Authority.

**2. PAYMENT TERMS**

- No Advance shall be paid by AAI.
- Payment shall be released at the end of each quarter equally.
- All payment shall be subject to recoveries towards statutory deductions.
- The payment will be made by electronic transfer.

**3. SECURITY DEPOSIT**

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. SUBMISSION OF TENDER**

Bids shall be submitted online only at GeM Portal. E-bids shall be submitted in 2 COVERS online bidding system. The following Two Covers Shall be submitted through GeM Portal by the bidder:

**COVER-I DETAILS: TECHNICAL BID**

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

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page no. of scanned Documents</b>
(i)	Scanned copy of the Self-Certified copy of Registration issued by Institute of Chartered Accountants/ Cost Accountants of India as per Evaluation Criteria no. 1.	

(ii)	Scanned copy of Audited financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified for FY 2021-22, 2022-23 and 2023-24, including computation of Income for the respective years as per Evaluation Criteria No:2	
(iii)	Scanned copy of the List of the partners along with the resume giving the brief details of relevant experience in Indirect taxation and the membership no. The list should be attested by Managing Partner / Senior Partner establishing the fulfillment of criteria, as per Evaluation Criteria no. 3.  The resume should separately mention the work done and period of experience in Indirect Taxation.	
(iv)	Scanned copy list of qualified CAs/ CMAs as per payroll listing, along with the Segment handled, membership no. and post qualification experience in Indirect Taxation. The list shall be certified by the Managing Partner/ Senior Partner establishing the fulfillment of criteria, as per Evaluation Criteria no.4.	
(v)	Scanned copy of list of assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of assignment and turnover for the relevant F.Y. The list shall be certified by the Managing Partner/ Senior Partner AND Proof of execution of services/ other credentials (award letter and certificate of completion/ certificate of continuation of service in case of ongoing assignment on company letter head clearly indicating services provided, Financial year/Time Period of provision of service etc.) and Audited Balance Sheet & P&L of the client for determining the turnover, as per Evaluation Criteria no. 5.	
(vi)	Scanned Copy of Documentary Evidence/Certificate from the respective company/client for having worked with the company/client having SAP based accounting environment as per Evaluation Criteria no. 7.	
(vii)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 8	
(viii)	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 Evaluation Criteria no. 9.	
(ix)	Scanned copy of PAN, TAN and GST No. of the Firm/LLP	
(x)	Scanned copy of filed Format I, Format II and Format III	
(xi)	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.	

**COVER-II DETAILS: PRICE BID**



Price should be quoted in the GeM 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 GeM Portal only will be taken up for the purpose for evaluation. No hard copy shall be submitted for reference purpose.

## **5. EVALUATION PROCESS:**

- I. A proposal shall be considered responsive (after getting required clarification / documents if any as mentioned in note 3, volume 1 Technical Bid) if**
  - a) It is received by the proposed Due Date and Time.
  - b) It should be Signed.
  - c) It contains the information and documents as required in the Tender Document.
  - d) It contains information in formats specified in the Tender Document.
  - e) It mentions the validity period as set out in the document
  - f) It provides the information in reasonable detail. The AAI reserves the right to determine whether the information has been provided in reasonable detail.
  - g) There are no significant inconsistencies between the proposal and the supporting documents.
  - h) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
  - i) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
  - j) 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.
  - k) 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 Postal/Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online mode (as specified in the tender document) prior to closing time and date of the tender will be taken as valid. Though only one chance may 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 GST Consultant will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.

## **6. OPENING OF TENDER**

- a) The Technical Bid shall be opened as per the date & time specified on the GeM Portal.
- b) The Financial bid of those bidders who are technically qualified, shall be opened as per the date & time specified on the GeM Portal.
- 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).

## **7. SELECTION CRITERIA**

The final selection of the successful bidder from the technically qualified bidders will be done by considering combined score of the bidders from technical as well as financial bid in the following manner:-

<b>Criteria</b>	<b>Maximum Marks (weightage)</b>	<b>Method of allotting marks for Combined Score</b>
Financial	20	The bidder with the lowest quote will be awarded 20 marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 20 marks. A bidder quoting Rs.100/- will get $(60/100) \times 20 = 12$ marks.
Technical	80	Actual marks scored by the bidder on the basis of extent of fulfilling evaluation criteria.
Total	100	

### **NOTES:**

- a) **The Financial Bid as per Format IV has to be submitted ON-LINE only.**
- b) All marks will be rounded off up to 2 decimal places. The bidder getting the maximum combined score (Technical and financial) out of 100 will be selected as the successful bidder.
- c) In case of a tie, preference will be given to the bidder with higher Technical Score i.e. having got higher Technical Score. In case of a tie in financial as well as technical score, the AAI can award the assignment to any one of the bidders at its sole discretion.
- d) AAI reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
- e) AAI reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- f) The Financial bid of those bidders who are technically qualified, shall be opened at the date notified for that purpose at GeM Portal.
- g) If there is a discrepancy between words and figures, the figures written in words shall prevail.
- h) The selection process including process of allocation of marks shall be confidential property of AAI and shall not be disclosed to anybody. Further, no queries/disputes/objections shall be entertained regarding Marks allotted to bidders or regarding disclosure of Final Marks. Decision of AAI in this regard shall be final and binding.

## **8. 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.

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.

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

If the firm/organization provides 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.

Note:- On acceptance of the tender, the name of the authorized representative(s) of the tenderer who would be responsible for taking instructions from authorized official of the AAI is to be intimated.

**AIRPORTS AUTHORITY OF INDIA**  
**DEHRADUN AIRPORT, UTTARAKHAND**

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR UTTARAKHAND STATE**

**E-TENDER NO. AAI/DEHRADUN/GST CONSULTANT/2025**

**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 through the GeM portal. No other means of clarification//query shall be entertained. 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. Addendum/corrigendum, if any, will be posted on GeM Portal and shall become a part of the tender document. All Tenderers are advised to see the GeM Portal for addendum/ corrigendum to the tender document which may be uploaded as per GeM conditions.

**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. APD Dehradun 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 Dehradun.

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. In case of visit(s), if necessary and approved by the HOD Finance, AAI shall provide accommodation (lodging and boarding), To & Fro Fare restricted to 2<sup>nd</sup> AC of train fare, along with local transportation including pick and drop from airport.
13. AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Consultant.
14. 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.
15. Bidder shall be liable for any interest, penalty or any other fees levied by department/government (in case the same is levied for fault/lapses by the Consultant) for the period of work allocated to him for indirect taxation matters.
16. **In case of any deficiency in meeting the scope of work as mentioned in Section I, fees shall be deducted on pro-rata basis (subject to a maximum of 10% of the amount paid for the quarter/period).**
17. All the above terms & conditions, scope of work and guidelines as mentioned in **SECTION I TO SECTION V** shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

**AIRPORTS AUTHORITY OF INDIA**  
**DEHRADUN AIRPORT, UTTARAKHAND**

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**FORMAT-I**  
**(TO BE UPLOADED ONLINE)**  
**SECTION V**

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

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

To,

**The Senior Manager (F&A)**  
**Airports Authority of India,**  
**Dehradun Airport,**  
**Dehradun-248140,**  
**Uttarakhand**

**Subject: E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES FOR UTTARAKHAND STATE**

**E-TENDER NO. AAI/DEHRADUN/GST CONSULTANT/2025**

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 Self-Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria no. 1.	
(ii)	Scanned copy of Audited financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified for FY 2021-22, 2022-23 and 2023-24, including computation of Income for the respective years as per Evaluation Criteria No:2.	
(iii)	Scanned copy of the List of the partners along with the resume giving the brief details of relevant experience in Indirect taxation and the membership no. The list should be attested by Managing Partner / Senior Partner establishing the	

	fulfillment of criteria, as per Evaluation Criteria no. 3.  The resume should separately mention the work done and period of experience in Indirect Taxation.	
(iv)	Scanned copy list of qualified CAs/ CMAs as per payroll listing, along with the Segment handled, membership no. and post qualification experience in Indirect Taxation. The list shall be certified by the Managing Partner/ Senior Partner establishing the fulfillment of criteria, as per Evaluation Criteria no.4.	
(v)	Scanned copy of list of assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of assignment and turnover for the relevant F.Y. The list shall be certified by the Managing Partner/ Senior Partner AND Proof of execution of services/ other credentials (award letter and certificate of completion/ certificate of continuation of service in case of ongoing assignment on company letter head clearly indicating services provided, Financial year/Time Period of provision of service etc.) and Audited Balance Sheet & P&L of the client for determining the turnover, as per Evaluation Criteria no. 5.	
(vi)	Scanned Copy of Documentary Evidence/Certificate from the respective company/client for having worked with the company/client having SAP based accounting environment as per Evaluation Criteria no. 7.	
(vii)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 8	
(viii)	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 Evaluation Criteria no. 9.	
(ix)	Scanned copy of PAN, TAN, and GST No. of the Firm/LLP	
(x)	Scanned copy of filed Format I, Format II and Format III	
(xi)	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,

**The Senior Manager (F&A)  
Airports Authority of India,  
Dehradun Airport,  
Dehradun-248140,  
Uttarakhand**

**SUBJECT: ACCEPTANCE OF AAI NIT CONDITIONS**

**REF: E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND  
RELATED SERVICES FOR UTTARAKHAND STATE**

**"E-TENDER NO. AAI/DEHRADUN/GST CONSULTANT/2025"**

Sir,

-

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

**"ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST 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	Complete Postal Address:	
3	Pin code / Zip code	
4	<b><u>Contact Information</u></b>  Office Phone Number: Mobile Number: E Mail: Name & Designation of Contact Persons	
5	Year of Establishment: (enclose the copy of the Registration Certificate)	
6	Nature of Business	
7	Details of Partners with professional qualifications:	
8	<b><u>Registration Details</u></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:		S. No.	Year for which appointed	Name of the PSU/Unit	Gross turnover of the PSU/Unit	Nature of Assignment	Date of completion of assignment*
10	Turnover of Chartered Accountant Firm/ Cost Accountant Firm (Year wise)		Sl. No.	F.Y. 2021-22	F.Y. 2022-23	F.Y. 2023-24		
11	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/No.						
12		Bank Account Particulars:						
	Name of the A/c holder							
	Complete Bank Account No.							
	Account type (SB/ CA)							
	Name of the Bank Branch & Address							
	Branch contact phone Nos.							
	11 digit IFSC code							
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.								
Name, Seal & Signature of the Authorized Signatory								

**FINANCIAL BID**

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

<b>Scope of Work</b>	<b>Professional Fee (in figure as well as in words)</b>
Professional Fee in Lump sum for <b><u>Two Years (02) Period</u></b> for providing consultancy for GST and related services as per Scope of work as mentioned in Section (i).	Price to be quoted on GEM portal price bid.
GST	Price to be quoted on GEM portal price bid.
TOTAL	Price to be quoted on GEM portal price bid.

- 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) 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: