



Airports Authority of India
Corporate Hqrs, Rajiv Gandhi Bhawan, New
Delhi phone: 011-24632950 EXTN 2159

**Limited E –Tender Enquiry for Appointment of GST Auditor for F.Y.2019-20
E-TENDER NO. AAI/TAX Cell/GST Auditor/2021**

Domestic Limited e-Tender Enquiry

Start Date & Time for Online Submission:	From 15.00 hrs. On	12-01-2021
Last date & Time of Online Bid Submission :	Till 15.00 hrs. on	19-01-2021
Opening of Price Bid :	At 15.00 hrs. on	20-01-2021

**AIRPORTS AUTHORITY OF INDIA
CORPORATE TAXATION CELL
RAJIV GANDHI BHAWAN**
Limited E -Tender Enquiry for Appointment of GST Auditor for F.Y.2019-20
E-Tender no. AAI/Tax Cell/GST Auditor/2021

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IMPORTANT POINTS TO NOTE

E-TENDER DOCUMENT NO.	AAI/Tax Cell/GST Auditor/2021
TENDER INVITED FOR	Appointment of GST Auditor for F.Y.2019-20
BID SECURITY / EMD	Rs.15,000/- (Rupees Fifteen Thousand only)
VALIDITY OF THE TENDER	45 days from the due date for submission of tender
PUBLISHING OF TENDER DOCUMENTS ON WEBSITE	12.01.2021
PERIOD OF DOWNLOADING BIDDING DOCUMENT	12.01.2021 to 19.01.2021
START DATE & TIME FOR ONLINE SUBMISSION OF BID	12.01.2021 from 15.00 Hrs.
DUE DATE & TIME FOR ONLINE SUBMISSION OF BID	19.01.2021 till 15.00 Hrs.
DUE DATE FOR FURNISHING OF EMD DETAILS,COVERING LETTER & UNCONDITIONALACCEPTANCE	19.01.2021 till 15.00 Hrs.
TIME & DATE OF OPENING OF PRICE BID	20.01.2021 at 15.00 Hrs.
PLACE OF OPENING OF BID	AIRPORTS AUTHORITY OF INDIA General Manager (F&A), Room No 107, 1st Floor, A – Block Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003.
For further details please visit	www.aai.aero / https://etenders.gov.in

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NOTICE INVITING LIMITED TENDER ENQUIRY

- 1.1 Limited Tender Enquiry through **e-procurement mode** is invited by Airports Authority of India for Appointment of GST Auditor for F.Y. 2019-20.
- 1.2 The tender document is made available through **e-procurement mode** and open for downloading from **12.01.2021 to 19.01.2021** at AAI's official website www.aai.aero and CPP Portal <https://etenders.gov.in>.
- 1.3 The tender document consists of 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 Bid security (EMD) as per Clause 4 of Section-iii shall be paid as described in the Tender Document.
- 1.6 The offer must be valid for a minimum of 45 days from the last date of online submission of offer; otherwise the offer shall be rejected as non-responsive.
- 1.7 **Bidding is open to only “Listed Bidders”** and they are advised to submit self-declaration in the covering letter (Format-I) stating that the bidder has not been blacklisted/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.

The “Listed Bidders” mentioned above shall also be intimated on their official e-mail addresses regarding the limited tender enquiry.
- 1.8 The due date of online submission of offers will be **19.01.2021 up to 15.00 Hrs.** unless otherwise notified. In the event of any changes in the schedules, **General Manager (F&A), Room no. 107,1st Floor, A Block, Rajiv Gandhi Bhawan New Delhi 110003** will notify the same through www.aai.aero.
- 1.9 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

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GENERAL INFORMATION

ORGANISATION

Airports Authority of India (AAI) has been constituted as a Statutory Authority under the Airports Authority of India Act 1994. It manages a total of 137 Airports all over India covering all the states & Union Territories, including 23 International Airports, 10 Customs Airports, 81 Domestic Airports and 23 Civil enclaves at Military Airfields.

Services

AAI provides services of: -

- Control and management of Indian air space extending beyond the territorial limits of the country accepted by ICAO.
- Communication, Navigational and Surveillance aids
- Expansion and strengthening of operational areas
- Design, development, operation and maintenance of passenger terminals
- Development and management of cargo terminals at airports
- Passenger Facilities and Information systems in the passenger terminal

Sources of Revenue/Income

AAI's revenue is broadly categorized as Traffic and Non-Traffic revenue.

- I. **Traffic revenues** are generated from: -
 - RNFC fees collected for providing CNS & ATC services to aircraft over the Indian air space.
 - Landing/Parking fees for providing landing and parking facilities to aircraft at Airports
 - Passenger Service fees collected for providing passenger facilities in the terminal building
- II. **Non-Traffic Revenues** are generated from: -
 - Concessions – Rents paid by shops, restaurants etc. inside and outside the Terminal Building
 - Parking and Airport Access
 - Car Rental Operations
 - Lease of Land
 - Advertising – Advertisements placed on airport walls
 - Handling of cargo etc.
- III. Apart from the above AAI also earns revenues from leasing out of Mumbai and Delhi Airports to private operators.

BILLING AND REALISATION PROCESS OF REVENUE

- **Billing of Revenue**
While the bills for the above services provided for domestic flights are raised by the concerned Airports, the bills for the services provided to international flights are raised by IATA centrally.
- **Realization of Revenue**
Realization of the bills so raised for domestic flights are received through e receipts by the concerned airports as well as at Corporate Head Quarter, New Delhi. The realization in respect of foreign airlines is made by IATA. The payment is made to AAI after deducting the TDS by the Airlines and Concessionaries.
- **SAP MODULE**
Accounting of the above billing and realization are made in SAP module at the airports and CHQ for the respective billing and realization made by them.

Major Areas of Expenditure

1. Construction of Airports, Terminal Buildings, Runways, Taxi Track etc.
2. Procurement of Plant & Machinery, Equipment, Furniture, Vehicles, Spares, Software, Computers etc.
3. Works Contract including AMC & Capital Expenditure
4. Security Services provided by Government Agencies like CISF, State police etc.
5. Hiring of Manpower
6. Hiring of Vehicles
7. Legal Services
8. Transportation of Goods by Road/Air
9. Money Exchange
10. Professional Services
10. Telecommunications Services
11. Expenditure on CSR activities
12. Import of Foreign Services
13. Services provided by Government Agencies like Meteorological Department.

Please visit AAI website at www.aai.aero for more information about AAI.

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Section i

SCOPE OF WORK

- As per Section 35 (5) of the CGST Act 2017, AAI is required to get its accounts audited by a Chartered Accountant / Cost Accountant and shall submit the copy of the audited annual accounts, the reconciliation statement (GSTR 9C) under section 44(2) of the CGST Act and such other documents in such form and manner as may be prescribed. Accordingly, AAI has to appoint GST Auditor for its Delhi GST registration.
- The appointed Firms/LLPs are required to carry out GST Audit under section 35 (5) of CGST Act, 2017 read with Rule 80 of CGST Rules, 2017, as amended from time to time, for AAI Delhi GST Registration and to issue Audit Report / Certificate/ Statement in adherence to the relevant orders/clarification issued/prescribed under GST Act for Delhi GST registration.
- Entire audit activities are to be carried out at AAI CHQ, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi. However, if necessary, bidder may visit the other place of business falling under Delhi GST registration in connection with the audit with the approval of Competent Authority of AAI.
- The bidder will be required to issue GST Audit Report (GSTR-9C) including requisite reconciliations and certification of specific, incidental and ancillary records as per the requirements of the GST legislation or any other authority and as per the timelines fixed by AAI for timely compliance of the GST legislations. Further, above audit report shall also be filed electronically as per the provisions of GST Laws by the appointed Firm/LLP.
- While conducting the audit, it shall be the responsibility of the bidder to review the relevant General Ledgers from AAI's SAP.
- In connection with above audit, guidelines issued by Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India, if any shall also be followed by the auditors to have uniformity across the Authority.
- Audit Report (GSTR 9C) shall be submitted latest by **20.02.2021**.

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Section ii

Financial Bid Evaluation

Price Bids shall be opened only for “Listed” Bidders

- a) The price shall be firm and inclusive of all applicable taxes & duties **except** GST as applicable.
- b) 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 clause.
- c) The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format **(Format -III) online only**.
- d) 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.
- e) AAI may at its discretion ask the Bidders for any clarification, if required.

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Section iii

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The Period of engagement of Auditor shall be up to filing of the annual return as per the due date as prescribed by section 35(5) of CGST Act, 2017 for completion of Audit for Financial Year 2019-20.

2. PAYMENT TERMS

The fee payable for the annual GST audit under Section 35(5) of CGST Act would be payable after completion of audit and filing of audit report.

- a) All payment shall be subject to recoveries towards statutory deductions.
- b) 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, which can be adjusted against EMD. SD so required has to be deposited by the bidder before the award of work. The SD amount so deposited will be released after 6 months from the successful completion of the contract.

4. EARNEST MONEY DEPOSIT (EMD)

The Firm / Organization should submit the Earnest Money Deposit (EMD) of Rs. 15,000/- (Fifteen Thousand only) in the form of remittance through RTGS/NEFT. The EMD payment details is to be submitted physically latest by bid submission date 19.01.2021 up to 15.00 Hrs. The EMD of the unsuccessful bidders shall be returned as soon as the Auditor is appointed. The EMD of the successful bidder shall be converted into security deposit (SD) and shall be released after 6 months from the successful completion of the contract. No interest shall be paid on EMD/SD deposited by the party. Details of AAI Bank Accounts is given as below: -

Particulars	Details
Bank Account No.	00000033404514673
Name of Bank	State Bank of India
NAME OF BENEFICIARY	AIRPORTS AUTHORITY OF INDIA
Bank Address	Rajiv Gandhi Bhawan, New Delhi
IFSC Code	SBIN0017180
PAN No.	AAACA6412D
GST No.	07AAACA6412D2Z9

5. Submission of Tender

The following shall be submitted in original:

- a) Original letter containing complete remittance details of NEFT / RTGS transfer towards EMD. The EMD document must reach Airports Authority of India in corresponding address before opening of Technical Bid as per the date and time given in this tender.

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Corporate Taxation Cell
Airports Authority of India
Room No.107, 1st Floor, A Block, Rajiv Gandhi Bhawan, Safdarjung
Airport New Delhi-110003**

- b) The bidder shall submit the following along with **physical copy of letter containing remittance details for EMD:**

- (i) Covering Letter as specified in **Format I**
- (ii) Unconditional Acceptance Letter as specified in **Format II**
- (iii) 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
- (iv) Power of Attorney executed on stamp paper in the name of the person signing on behalf of the Audit Firm shall be furnished along with the offer.

- c) **DETAILS: PRICE BID (BOQ) – Price Schedule**

Price should be quoted in the spread sheet file (.xls format) available in **e-procurement portal only.**

The **price bid submitted through e-procurement mode only** will be taken up for the purpose for evaluation. **No hard copy** shall be submitted for reference purpose.

It shall be deemed that the bidders submitting price bid have read and understood all the conditions/clauses and scope of work and shall abide by them.

6. OPENING OF TENDER

- a) The bid shall be opened on **20.01.2021 at 15.00 Hrs.**

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- b) AAI reserves the right to extend the date of receiving/opening of the bids.
c) AAI reserves the right to call for any other details or information from any of the bidder(s).

7. Selection Criteria

The bidder with the lowest quote will be awarded the contract **subject to submission of signed and stamped Format I and II**. In case of non-submission or incomplete submission of Format I and II, the quote of the bidder shall not be considered.

NOTES:

- a) **The Financial Bid as per Format III has to be submitted ON-LINE only.**
- b) In case of a tie, the AAI can award the assignment to any one of the bidders at its sole discretion.
- c) AAI reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- d) The Financial Bids shall be opened in the presence of the representatives of the **listed bidders**, who choose to be present, on the specified date and time and venue.
- e) If there is a discrepancy between words and figures, the figures written in words shall prevail.

8. SIGNATURE OF BIDS/OFFERS

The offer must contain the name, designation and address of place of business of the person or persons making the offer and must be duly signed and stamped on Format I and Format II.

The Power of Attorney executed on stamp paper in the name of the person signing on behalf of the Audit Firm shall be furnished along with the offer.

The Auditor's (Bidder's) 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 gives wrong information in its offer, AAI reserves the right to reject such offer at any stage or to cancel the contract, if awarded & forfeit the EMD.

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Section iv

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 2 (two) working days prior to the deadline for submission of tenders. Details of such queries raised and clarifications furnished will be given through email without identifying the names of the Bidders who had raised the queries.

In case of any clarification on the terms/clauses mentioned in the tender, decision of the Tender Issuing Authority shall be final.

2. AMENDMENT OF TENDER DOCUMENT

Before the deadline for submission of tender, the Tender Document may be modified by AAI by issue of addenda/corrigendum. Issue of addenda / corrigendum will however be stopped 2 days prior to the deadline for submission of tenders as finally stipulated.

Addendum/corrigendum, if any, will be hosted at AAI Website and shall become a part of the tender document. All Tenderers are advised to see the AAI Website for addendum/corrigendum to the tender document which may be uploaded up to 1 day prior to the deadline for submission of Tender as finally stipulated.

To give prospective Tenderers reasonable time in which to take the addenda/ corrigenda into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by AAI.

3. REJECTION OF BID

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

AAI also reserves the right to accept or reject all Bids and to annul the bidding process and reject all Bids, at any time prior to award of Agreement, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of the grounds for AAI's action.

4. WORK NOT TO BE LET OUT

Sub-contracting in part or full of the assignment awarded to the successful Bidder is not permitted, except as specifically approved by AAI.

5. CONFIDENTIALITY CLAUSE

Any and all information in written, electronic media or oral form and disclosed to the Auditor shall at all times remain the legal and absolute property of AAI and the Auditor 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 Auditor 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 15 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 Auditor 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.

If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration.

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 the 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 Auditor when they are required to work in AAI's premises
11. The soft copies of the data/information pertaining to conducting GST Audit as well as the printouts of the data/information provided during the contract period, shall be the property of AAI and the Auditors shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of AAI at any stage.
12. AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Auditor.
13. The successful bidder shall intimate the names of the persons employed by him or going to employ, who are relatives (wife, husband and dependent parents, grand-parents, children, grandchildren, brothers, sisters, uncle, aunts, cousins and their corresponding in laws) of AAI employees.
14. All the above terms & conditions, scope of work and guidelines as mentioned in **Section i** to **Section iv** shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

(Signature of Issuing Authority)

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Section v

INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

1. Bidder should do Online Enrolment on this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities.
2. Bidder has to then login into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the E-procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS formats. If there is more than one document, they can be clubbed together.

10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time **(as per Server System Clock)**.
26. For any queries related to portal, the bidders are asked to contact by Mail aaiqstchg@aai.aero **up to 14.01.2021 up to 15.00 Hrs.** No queries shall be entertained after **14.01.2021, 15.00 Hrs.**
27. Tenderer is required to submit their tender through online on or before scheduled bid due date of closing and time as notified in NIT. The tender received after the due date and time will not be entertained.
28. Tender Document can be submitted online only in the designated procurement portal eprocure.gov.in on or before the due date and time.
29. Tenderer should submit the tender for Appointment of GST Auditor by AAI in accordance with the Instructions to Bidders & Terms & Conditions of Tender.

LETTER OF SUBMISSION – COVERING LETTER

(ON THE LETTER HEAD OF THE BIDDER)

Date:

To

**The General Manager (F&A)
Airports Authority of India,
Room no 107, 1st Floor,
A Block,
Rajiv Gandhi Bhawan,
New Delhi-110003**

Sir,

Sub: E -Tender for Appointment of GST Auditor for F.Y.2019-20 E-TENDER NO. AAI/TAX Cell/GST Auditor/2021

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

S.R. No.	Particulars	Page no. of scanned documents
(i)	Original letter containing complete remittance details of NEFT / RTGS transfer towards EMD.	
(ii)	Unconditional Acceptance Letter in Format-II	
(iii)	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.	
(iv)	Power of Attorney executed on stamp paper in the name of the person signing on behalf of the Audit Firm shall be furnished along with the offer.	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all 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 Authorized Signatory: _____

Designation of the Authorized Signatory: _____

Name of the bidder: _____

Address of Place of Business: _____

Company Seal:

UNCONDITIONAL ACCEPTANCE LETTER

(To be given on Letter head)

To,
General Manager (F&A)
Corporate Taxation Cell, Room
No. 107, 1st Floor, A Block,
Airports Authority of India
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi 110003

Sub: - Acceptance of AAI NIT conditions

Ref- Tender for “Appointment of GST Auditors in AAI E -Tender for Appointment of GST Auditor for F.Y.2019-20 E-TENDER NO. AAI/TAX Cell/GST Auditor/2021”.

Sir,

I/We have read all the clauses, terms and conditions of tender by AAI for **“Appointment of Goods & Service Tax (GST) Auditors in AAI”** 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)

FINANCIAL BID

Tender for “Appointment of GST Auditor FY 2019-20 in AAI”

Scope of Work	Professional Fee (in figure as well as in words)
Professional Fee for conducting GST Audit of AAI as per Scope of work as mentioned in Section (i).	
GST	
TOTAL	

Note- The amount shall be conspicuously written both in figures as well as in words. Any over-writing, correction or insertion shall be duly signed and stamped by the authorized signatories of the tenderer(s). In case of discrepancy between the amount offered in figures and words, the offer written in words shall only be considered.

Place

(Signature of the Tenderer with rubber stamp)

Date