

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	15-06-2026 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	15-06-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (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	Aai Eastern Region Raipur Airport
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	buycon13.aai.ghy@gembuyer.in
वस्तु श्रेणी / Item Category	Hiring of Consultants - Milestone/Deliverable Based - Tax Consultants; Finance & Accounts; No; Hybrid (As specified in scope of work)
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	27 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	1 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों 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?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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 निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	669022
Payment Timelines	Payments shall be made to the Seller within <b>20</b> days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईएमडी राशि/EMD Amount	13380

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

27

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी 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

Aai Eastern Region Raipur Airport, Airports Authority of India (AAI), Airports Authority of India, Ministry of Civil Aviation

(Airports Authority Of India S.v. Airport Raipur)

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

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance

Yes

#### ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

**This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.**

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. 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.

7. 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.

8. 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

**Last 3 years average business revenue from consulting:**27 Lakhs

**Number of Consultants on payroll of firms:**NA

**Number of projects completed in India having similar scope & size of proposed project under hiring:**NA

**Scope Of work:**[1779861127.pdf](#)

**Profile of Consultants:**[1779861132.pdf](#)

**Pre-qualifications Criteria:**[1779861136.pdf](#)

**Payment Terms:**[1779861140.pdf](#)

**Hiring Of Consultants - Milestone/Deliverable Based - Tax Consultants; Finance& Accounts; No; Hybrid(As Specified In Scope Of Work) ( 1 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Consulting Category/ Stream	Tax Consultants
Consultant's Profile	Finance& Accounts
Proof of Concept (POC) Required	No
Deployment of Consultants/Resource	Hybrid(As specified in scope of work)
<b>एडऑन /Addons</b>	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

**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 विशिष्ट दस्तावेज़ /Additional Specification Documents**

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Prashant Singh	492015,O/O AIRPORT DIRECTOR OLD TERMINAL BUILDING, SWAMI VIVEKANANDA AIRPORT, RAIPUR(C.G.)	Project / Lumpsum Based	N/A

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

**1. Generic**

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

**2. Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

**3. Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

**4. Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

**5. Buyer Added Bid Specific ATC**

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

## अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. 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 catalogues 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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

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---**



**स्वामी विवेकानंदा हवाई अड्डा ,रायपुर**  
**SWAMI VIVEKANANDA AIRPORT, RAIPUR**

**ATC DOCUMENT**

**NAME OF WORK: - ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST & INCOME TAX AND RELATED SERVICES AT RAIPUR AIRPORT FOR 2 YEARS.**

**GeM BID No.: GEM/2026/B/7585672**

## **BID SCHEDULE**

01.	Name of Work	ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST & INCOME TAX AND RELATED SERVICES AT RAIPUR AIRPORT FOR 2 YEARS
02.	Type of bidding	ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST & INCOME TAX AND RELATED SERVICES AT RAIPUR AIRPORT FOR 2 YEARS
03.	GeM Bid No.	GEM/2026/B/7585672
04.	Estimated Cost	Rs.6,69,022/- (Including 18% GST)
05.	EMD /Bid Security	Rs.13,380/-
06.	Performance Security	05 (Five) % of Contract Value as per GeM format.
07.	Bid Offer Validity	180 days

The detailed scope of verification, stations to be verified, along with terms and conditions, is available at the URL address (<http://gem.gov.in>).

**Note:**

- a.** AAI may at its discretion may extend / change the schedule of any activity by intimating the bidder through a notification on the GeM portal (<http://gem.gov.in>).
- b.** Corrigendum if any, will be uploaded only on GeM portal. It is the responsibility of Bidders to check at the website regular.

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## **General Information: Organization**

- 1.1 Airports Authority of India (AAI) was constituted by an Act of Parliament and came into being on 1st April 1995 by merging erstwhile National Airports Authority and International Airports Authority of India. The merger brought into existence a single organization entrusted with the responsibility of creating, upgrading, maintaining and managing civil aviation infrastructure both on the ground and air space in the country.
- 1.2 Currently, AAI manages a total of 133 Airports, with 8 of them under Private Control. Among these, 2 Airports, namely DIAL and MIAL, operate under Joint Venture Companies (JVC), and the remaining 6 airports are managed through the Public-Private Partnership (PPP) mode. These Airports include Ahmedabad, Jaipur, Lucknow, Guwahati, Thiruvananthapuram, and Mangalore.
- 1.3 The functions of AAI include:
  - a. Design, Development, Operation and Maintenance of international and domestic airports and civil enclaves.
  - b. Control and Management of the Indian airspace extending beyond the territorial limits of the country, as accepted by ICAO.
  - c. Construction, Modification and Management of passenger terminals.
  - d. Development and Management of cargo terminals at international and domestic airports.
  - e. Provision of passenger facilities and information system at the passenger terminals at airports.
  - f. Expansion and strengthening of operation area, viz. Runways, Aprons, Taxiway etc.
  - g. Provision of visual aids.
  - h. Provision of Communication and Navigation aids, viz. ILS, DVOR, DME, Radar etc.

### **1.4 Sources of Revenue/Income**

AAI's revenue and Annual Report are placed in the AAI Website ([www.aai.aero](http://www.aai.aero)) - Public Info. – Public Document - Annual Report which may please be referred.

### **IMPORTANT POINTS TO NOTE**

1.	GeM BID REFERENCE NO.	<b>GEM/2026/B/7585672</b>
2	BID INVITED FOR	ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST & INCOME TAX AND RELATED SERVICES AT RAIPUR AIRPORT FOR 2 YEARS.
3	VALIDITY OF THE BID	<b>180</b> days from the last date of submission of bid on GeM portal
5	START DATE ON GeM Portal	As per GEM Bid
6	END DATE & TIME ON GeM PORTAL	As per GEM Bid
7	TIME PERIOD FOR RAISING QUERY BY THE BIDDER	Five working days from the date of publishing Bid
8	TIME PERIOD FOR FURNISHING OF REPLY BY THE CONSIGNEE/BUYER	As per GEM Bid
9	TIME & DATE OF OPENING OF TECHNICAL BID	As per GEM Bid
10	TENTATIVE TIME & DATE OF OPENING OF PRICE BID	After evaluation by the committee as per GeM conditions.
11	WHETHER REVERSE AUCTION (RA) ACTIVATED	As per GEM Bid
12	CORRESPONDENCE DETAILS OF THE BUYER/ CONSIGNEE	Dy. General Manager (F&A), AIRPORTS AUTHORITY OF INDIA, S.V. Airport, Raipur – 492015.
13	WEBSITE ADDRESS OF AAI	<a href="http://www.aai.aero">www.aai.aero</a>
14	CONTACT PERSON	<b>Jitendra Vannallu, DGM (Finance) Mob No.- 9770223425 Between 9.30 AM to 6.00 PM (Excluding Govt. Holidays)</b>

## **GEM/2026/B/7585672**

### **NOTICE INVITING BID (NIT)**

1. AAI, Swami Vivekananda Airport, Raipur, C.G. 492015 invites Bid through GeM Portal from the eligible practicing CA/CMA partnership firm/ proprietorship firm/LLP for conducting "ATC DOCUMENT FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST & INCOME TAX AND RELATED SERVICES AT RAIPUR AIRPORT FOR 2 YEARS.
2. The Bid document is made available through Gem Portal mode and open for downloading free of cost from GEM Portal <https://gem.gov.in> during the period as mentioned in NIT.
3. The Bid document consists of **two packet**- Packet I: Technical Bid and Packet II: Financial Bid.
4. The bid shall be submitted online through GeM Portal on or before the due date and time of submission. **Bid documents through offline mode will not be entertained in any case.**
5. The offer (both Technical & Financial) 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.
6. Bidding is open to all eligible bidders meeting the eligibility criteria as defined in **Packet I Technical Bid** and bidders are advised to submit below mentioned documents to qualify for opening of financial bid;
  - 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 along with relevant documents in the Bid Document, Technical Bid shall be uploaded through e-procurement Gem portal after scanning in .pdf format. The Bidder may submit Self attested copies of the documents. The Bidder has to produce the original documents for verification before issuing the award letter. Failure to produce the original documents will be treated as void/ non-responsive and is liable to get rejected.
7. The prospective Bidder shall submit queries, if any, through GeM portal as per the mentioned deadline, so that the queries can be clarified. The bidders' queries will be Clarified through GeM portal only.
8. The last date of online submission of offers will be as per the given date & time as provided in NIT unless otherwise notified. In the event of changes in the schedules, the same will be notified through GEM Portal <https://gem.gov.in>.
9. If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

**SCOPE OF WORK**

The ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST & INCOME TAX AND RELATED SERVICES AT RAIPUR AIRPORT FOR 2 YEARS as follows and the corrective actions if any, has to be reported in the specified format as mentioned below:

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

**1. Consultancy Service: -**

- a. To give written opinion on issues/ matters as referred from time to time in relation to GST & Income Tax issues including import and export of goods/services, dealing with related parties like subsidiaries, associates, joint ventures (JVC) etc.
- b. Opinion on availing of Input Tax Credit of various input services utilized/ goods purchased by AAI.
- c. Opinion /comments/clarifications on matters relating to Accounting of GST (including but not limited to output and input services).
- d. Opinion on the issues raised in GST & Income Tax Audit conducted by the various Authorities, since 2017.
- e. Review of various circulars to be issued to the Airports in respect of GST & Income Tax and related matters.
- f. Advice on any other GST/ Income Tax related issues as and when required. Assist in framing policies, procedures and its implementation in accordance with the provision of GST & Income Tax related matters.
- g. Advice & opinion in r/o Stock Valuation policy, E-way bills, records to be maintained under GST Act.
- h. 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 & Income Tax updates, clarifications, opinions etc.
- i. Assisting in drafting the reply to be submitted for various notices/ demands / summons / intimations received from GST / Income Tax Authorities / DGGI /similar authorities, since 2017.

- j. Drafting and filling of application for advance ruling with the Authority for advance ruling' (AAR) for seeking advance ruling on the GST issues (if any) or as required. Assist / guide AAI in implementation of the decision of AAR. Further, draft and file appeal before the 'Appellate authority for advance ruling' (AAAR) as required by AAI and assist / guide in implementation of the decision of AAAR.
- k. 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 CHQ, Delhi.
- l. To provide guidance/advice 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.
- m. To examine any order /communication received from GST Authorities/ Income Tax Authorities/ DGGI/ similar authorities and advice further course of action.
- n. To advice on all circulars /policies /procedures issued by CHQ.
- o. To advice on tax planning benefits /rebates /deductions/ exemptions available under GST & Income Tax Act.
- p. Highlight areas of potential non-compliances' for immediate regulation.
- q. 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 and preparation of letters in this regard to be submitted to the department.
- r. 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.
- s. To draft and file appeals and appear before the GST & Income Tax Department (including Appellate Authority and Tribunal) to defend against the orders / various notices issued by GST & Income tax Authorities from time to time since 2017.

**2. Filing of GST Returns of Chhattisgarh: -**

- a. To prepare / check / scrutinize and file accurate complete GST Returns within the prescribed time as required under GST Act and file original / revised GST returns for GSTR-1,GSRT3B, GSTR-9,GSTR 9-C, GSTR-7(including preparation of necessary schedules as per T-code for GST report and attachments required for filing the return).

- b. Reconciliation / matching / compilation of input tax credit availed in books of accounts/ missing ITC with GSTR - 2A/2B or any other form or manner as notified by GST Authorities from time to time or as required by Raipur Airport 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 in excel sheet in format as required by AAI before filling the GSTR-3B.
- c. Development / upgradation / implementation of standardized format for compilation of data from SAP for GST returns required to be filed under GST laws.
- d. 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.
- e. 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.
- f. 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.
- g. Reconciliation & compilation of GSTR 2A / 2B in any other form or manner as notified by GST Authorities with books of accounts,
- h. Timely preparation and filing of GST Annual Return (GSTR-9 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.
- i. Timely preparation and filing of GST Annual Reconciliation Statement (GSTR-9C or any other form or manner as notified by GST Authorities from time to time) complete in all respect and certification of GSTR-9C if notified by GST Authorities for mandatory certification of GSTR-9C by CA firms. If certification by CA firms remains optional for GSTR-9C then assisting in certification of GSTR-9C.
- j. Reply of queries raised by any Auditor in connection with GST & Service Tax.
- k. Review of GL in SAP to ensure eligible input tax credit is claimed in the returns filed.

- l. Reconciliation of GL & report extracted from SAP & analyzing the difference if any before filing the monthly returns & advising corrective actions in books of Accounts.
- m. Review of output liability as per GL & report extracted from SAP & identifying for any error related to place of supply, nature of tax, rate of tax etc. before filing the monthly returns and advising corrective actions in books of Accounts.
- n. Proper guidance in E- Way bills generation and creation of sub user etc. & necessary accounting guidance & reflection in GST returns.
- o. Conducting detailed trial balance / ledger review on monthly basis to ensure that GST is being paid on all taxable supplies under forward charge as well as reverse charge mechanism
- p. Review of issuing of invoices of outward supply & inward supplies under RCM.
- q. Preparation of monthly MIS of Returns filed and GST paid in Cash/from ITC in the format provided by NSCBI Airport.

### **3. Scrutiny / Assessment of Return: -**

To represent before GST / Service Tax Officer(s) or Commissioner(s) of Central Board of Indirect Tax and Customs and to perform all the necessary work (including drafting & submission of replies, rectification, etc. to questionnaire /notices / demand received from GST / Service Tax Department & GST Intelligence) for successful completion of Scrutiny, Assessments including Re-Assessments and Regular Assessments, since 2017.

Assistance in all GST compliances including audit proceedings / show cause notices / refund process / demands /assessments /re-assessments /scrutiny and other proceedings as applicable initiated by appropriate authorities including drafting / filing of replies, stay of demand and submissions and representation, pursuing, assisting and coordinating with GST authorities for getting refunds / settle demands. Further similar assistance will also be provided in respect of service tax matters from 2017 to current years.

- 4. The Consultant should visit this office once in a month. And the semi qualified assistant will be required at the office of Raipur Airport for minimum 15 days in a month mandatorily in order to carry out the filing of returns to carry out the above referred scope of work. The officials deputed must have experience in SAP based environment. The consultant / his assistant so visiting the office of Raipur Airport is required to follow the office timing of AAI (i.e., 09:30 AM to 06:00 PM) on all visiting days and to work for the AAI only during the visiting days / time. However, the GST Consultant is required to be available through Telephone/E-mail/Video Call/other

electronic means during the non-visiting days to AAI to resolve any issues/tasks related to work mentioned in the "Scope of Work".

- 5.** The visits as mentioned above in point no. 4 are required to be carried out mandatorily by GST Consultant irrespective of the status of work completion as required in scope of work. The monthly tentative schedule of visits to be done by GST Consultant is required to be informed to Raipur Airport at the starting of the month. The records of the visit done by the GST Consultant should be maintained by GST Consultant and after duly verification/certification of the same from the concerned dealing officer to be submitted to AAI monthly and along with Invoice for payment as per payment terms. Non-completion of the required visits as per point no. 4 (Scope of Work) by GST Consultant shall invoke penalty which shall be deducted from the Bill at the time of payment as per following rates:
- 6.** If the no. of visits is less for the Consultant during the month then amount of Rs. 2,500/- (Two Thousand Five Hundred) per visit shall be deducted from the bill. If the no. of visits is less than the prescribed for his semi qualified assistant during the month, then amount of Rs. 1,000/- (One Thousand) per visit shall be deducted from the bill.
- 7.** GST matters of Chhattisgarh shall be dealt from the Physical Location at Raipur Only. However, during the GST Consultancy contract or during the course of GST Audit/Assessment proceedings of GST Authorities or otherwise as required, if any visit is required to be done by GST Consultant to any other physical locations in the state of Chhattisgarh the same is required to be carried out by GST Consultant at their own cost/ expenses. AAI will not bear/ reimburse any expenses towards transportation/stay/ travel insurance/ out of pocket expenses or any other charges. Tour plan to be planned in consultation with Raipur Airport and to be decided mutually by GST & Income Tax consultant and Raipur Airport
- 8.** 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 & Income Tax) including all kinds of updation / changes and all the work relating to GST & Income Tax Act, Rules & subsequent notifications, circulars etc. as & when issued by GOI / CBIC including work related to previous periods also.

**VOLUME - I TECHNICAL BID****1. Eligibility Criteria:**

The Bidder should fulfill all the following criteria of Technical Bid:-

- i. The Bidder should be a Sole Proprietorship Firm / Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of 15 (Fifteen) 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 27 (Twenty Seven) Lakhs and above in all the last 3 (Three) completed financial years i.e. F.Y. 2022-23, 2023-24 and 2024-25
- iii. The Bidder should have at least 10 years of post-qualification experience in the indirect taxation field.
- iv. The Bidder should have undertaken similar GST & Income Tax assignments (i.e GST & Income Tax Consultancy Services including GST & Income Tax Return Filing for entire financial year) for a continuous period of at least two years in the last 5 financial years i.e. F.Y.2020-21, 2021-22, 2022-23, 2023-24 and 2024-25 of at least One Central PSUs/ State PSUs / Listed Public Limited Companies having annual turnover of Rs.250 crores or more.

Note: Mere assignments pertaining to filing of GSTR-9 and 9C (Annual return) or GST Audit assignment will not be considered

- v. The bidder should have a Registered Office in Raipur , Chhattisgarh

The Bidders/Applicants should provide following documents for Technical Evaluation: -

<b>Sl. No</b>	<b>Evaluation Criteria</b>	<b>Documents to be submitted</b>
1	<b>Legal Status Of The Bidder</b> The Bidder should be a Sole Proprietorship Firm / Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of 15 (Fifteen) years.	Self-Certified copy of Registration issued by Institute of Chartered Accountants/ Cost Accountants of India.

2	<p><b>Financial Capacity</b></p> <p>vi. 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. 27 (Twenty Seven) Lakh and above in all the last 3 (Three) completed financial years i.e. 2022-23, 2023-24 and 2024-25</p>	<p>Audited financial statements of the bidder (Balance Sheet, Income &amp; Expenditure Account /Profit &amp; Loss Account) along with ITR copies duly self-certified for these three years. (i.e., 2022-23, 2023-24, 2024-25).</p> <p><i>The MSE bidders registered with MSME &amp; start-up enterprises recognized by the Department for Industry &amp; Internal Trade (DPIIT), subject to meeting quality &amp; technical specifications shall be offered relaxation from Prior Turnover Criteria, provided the bidder submits document such as MSE registration certificate or Startup recognition certificate issued by the appropriate authority to prove bidder's registration in <b>trade similar to the tendered job.</b></i></p> <p>The registration certificate submitted from appropriate authority <b>must be valid as on last date of submission of tender</b></p>
3	<p><b>Experience</b></p> <p>The Bidder should have at least 10 years of post-qualification experience in the indirect taxation field.</p>	<p>The resume giving the brief details of relevant experience in Indirect taxation and the membership no. of the CA/CMA. The resume should separately mention the work done and period of experience in Indirect Taxation.</p> <p><i>The MSE bidders registered with MSME &amp; start-up enterprises recognized by the Department for Industry &amp; Internal Trade (DPIIT), subject to meeting quality &amp; technical specifications shall be offered relaxation from Prior Experience Criteria, provided the bidder submits document such as MSE registration certificate or Startup recognition certificate issued by the appropriate authority to prove bidder's registration in <b>trade similar to the tendered job.</b></i></p> <p>The registration certificate submitted from appropriate authority <b>must be valid as on last date of submission of tender</b></p>
4	<p><b>Assignment Undertaken</b></p>	

	<p>The Bidder should have undertaken similar GST &amp; Income Tax assignments (i.e GST Consultancy Services including GST &amp; Income Tax Return Filing for entire financial year) for a continuous period of at least two years in the last 5 financial years i.e. F.Y. 2020-21, 2021-22, 2022-23 ,2023-24 and 2024-25 of at least one Central PSUs/ State PSUs/ Listed Companies having annual turnover of Rs.250 crores or more.</p> <p>Note: Mere assignments pertaining to filing of GSTR-9 and 9C (Annual return) or GST Audit assignment will not be considered.</p>	<p>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 Proprietor / Managing Partner/ Senior Partner Proof of execution of services/ other credentials (award letter or 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 &amp; P&amp;L of the client for determining the turnover.</p>
	Other criteria's	
5	The bidder should have a Registered office in Raipur Chhattisgarh.	Proof of address, Ownership documents, lease / rent deed, electricity / water bill etc.
6	The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.	Self-declaration

**Note: -**

1. The Bidder fulfilling all the technical criteria in all the categories will be selected as Technically Qualified Bidder.
2. The Technical bid prepared by the bidder shall comprise of:
  - i. A copy of the proof / documents of the payments (i.e., EMD) made through NEFT/RTGS is to be uploaded (i.e., scanned copy) along with the technical bid documents to be submitted by the bidders (online).
  - ii. Covering Letter as specified in Format I.
  - iii. Unconditional Acceptance Letter as specified in Format II.
  - iv. Evaluation criteria as specified in Format III along with all documentary evidences.

3.
  - i) 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 will be given another opportunity to submit the same once for all.
  - ii) Non submission of requisite documents after the same will lead to disqualification 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.

**VOLUME -II FINANCIAL BID EVALUATION**

Price Bids shall be opened only for bidders technically qualified in terms of NIT.

The price shall be firm and inclusive of all applicable taxes & duties **including** GST as applicable. Thus, additional claim on account of GST shall not be entertained at any cost. GST is required to be mentioned during invoicing. This may be noted that AAI has to avail GST (ITC) against the payment.

While quoting the price, the bidder shall consider all expenses, **including** traveling, 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 Bid.** Rate quoted shall be firm & shall not be quoted with price variation / discount clause etc.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format.

The bidder quoting the lowest rate will be considered for award of work.

For and on behalf of  
AIRPORTS AUTHORITY OF INDIA  
Designation: DGM (F)  
S.V. Airport, Raipur - 492015  
Tel. 0771-2990986

**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 year with the approval of Competent Authority, at the same rates, terms and conditions.

**2. PAYMENT TERMS**

- No Advance shall be paid by AAI. The payment shall be released at the end of each quarter as under:

1st Quarter	-	Upto	10	%	of total amount p.a.
2nd Quarter	-	Upto	20	%	of total amount p.a.
3rd Quarter	-	Upto	30	%	of total amount p.a.
4th Quarter	-	Upto	40	%	of total amount p.a.
5th Quarter	-	Upto	50	%	of total amount p.a.
6th Quarter	-	Upto	60	%	of total amount p.a.
7th Quarter	-	Upto	70	%	of total amount p.a.
8th Quarter	-	Upto	80	%	of total amount p.a.

- Remaining 20% of the Total Amount p.a. shall be paid after filling of Annual Return for FY 2025-26 and 26-27 and all other related work for the period of contract including works of the previous years which are required to be executed during the running of the contract.
- All payment shall be subject to recoveries towards statutory deductions.
- The payment will be made by electronic transfer

**3. PERFORMANCE BANK GUARANTEE / SECURITY DEPOSIT**

The Successful bidder shall be required to pay the PBG @ 5% of the contract value towards security deposit to be submitted as per GeM format within 15 days after award of contract. SD so required can be deposited by the bidder or can be deducted by AAI from the payment to be made from their bill. The SD amount so recovered or deposited will be released after 03 months from the successful completion of the contract. No interest shall be paid on SD deposited by the party.

#### **4. EARNEST MONEY DEPOSIT (EMD)**

- (i) The Bidders are required to furnish Earnest Money Deposit of Rs. 13,380/- (Rupees Thirteen Thousand Three Hundred Eighty Only). The EMD shall be deposited online through NEFT/RTGS. No other mode of payment shall be accepted.
- (ii) A copy of the proof / documents of the above payments (i.e EMD) made through NEFT/RTGS is to be uploaded (i.e., scanned copy) along with the technical bid documents to be submitted by the bidders (online).
- (iii) Non-submission of EMD shall lead to disqualification of tenderers.
- (iv) MSME certificate of relevant services, if EMD is not submitted.

#### **Note:**

EMD in the form of cash / Demand Draft or any other form shall not be accepted. Prospective Bidders shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of EMD to any AAI employee during the process of the tender. In no scenario, the prospective bidders are required to submit / contact any AAI employee for physical submission of any documents before opening of the bids. Tenders/bids without EMD shall not be considered.

#### **Details of AAI Bank Accounts is given as below: -**

Name of Bank STATE BANK OF INDIA

Branch	:	Mana Branch, Raipur
A/c No	:	31846309776
IFSC	:	SBIN0013657
Name of Beneficiary	:	AIRPORTS AUTHORITY OF INDIA
Address	:	Raipur, Chhattisgarh - 492015
PAN NO.	:	AAACA6412D
GST NO.	:	22AAACA6412D1ZI

## 5. SUBMISSION OF TENDER

Bids shall be submitted online only at GeM Portal.

DETAILS: TECHNICAL BID

The following documents shall be submitted online only:

Sl. No.	Particulars	Page no.of scanned Documents
(i)	Scanned copy of the proof / documents of the payments (i.e., cost of tender document and EMD) made through online mode i.e., NEFT/RTGS is to be uploaded (i.e., scanned copy) along with the technical bid documents to be submitted by the bidders (online).	
(ii)	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.	
(iii)	Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) / Income Tax Return for F.Y. 2022-23, 2023-24 and 2024-25 as per Evaluation Criteria no. 2	
(iv)	Scanned copy of details of proprietor/ Partners and Resume of the proprietor/ partners giving the brief details of relevant experience with membership no., and same should be attested by proprietor / Managing partner/senior partner as per Evaluation Criteria no.3.	
(v)	Scanned copy of List of Assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of the assignment and turnover for the relevant F.Y certified by Proprietor/ Managing Partner/Senior Partner AND Proof of execution of services/ other credentials (Award Letter/ certificate of completion/continuation of service in case of ongoing assignment on company letter head indicating services provided, Financial year/Time Period of provision of service etc.) as per Evaluation Criteria no. 4	
(vi)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 4.	
(vii)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 5.	

(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. 6	
(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.	

## **DETAILS: PRICE BID**

Price should be quoted in the Financial Bid of GeM Portal only.

For evaluation purpose the uploaded offer documents will be treated as authentic and final. The price bid submitted through online mode only will be taken up for the purpose for evaluation. No hard copy shall be submitted for reference purpose.

## **6. 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 contains the information and documents as required in the Tender Document.
  - c) It contains payment proof of EMD OR Valid MSME Certificate.
  - 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 Price Bid of such tenders only will be opened and EMD will be returned to the unsuccessful / rejected tenderers through electronic fund transfer as per terms of GeM Portal.

- a) The date and time will be intimated to tenderers whose offers are found suitable and Price Bid 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 prior to closing time and date of the tenders will be taken as valid. Though only one chance will 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.

## **7. 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 the bids.
- d) AAI reserves the right to call for any other details or information from any of the bidder(s).

## **8. SELECTION CRITERIA**

The final selection of the successful bidder from the technically qualified bidders will be done by considering L1 price quoted by the qualified bidder.

## **NOTES:**

- a) The Financial Bid as per Format IV has to be submitted ON-LINE only.
  - b) AAI reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
  - c) AAI reserves all rights to accept or reject any or all bids without assigning any reason thereof.
  - d) The Financial bid of those bidders who are technically qualified, shall be opened at the date notified for that purpose at GeM Portal.
  - e) If there is a discrepancy between words and figures, the figures written in words shall prevail.
  - f) 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.
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
10. In case bidder withdraws from the tender process before opening of technical bid date and time, 10% of EMD amount shall be forfeited.
11. After last date of submission of bid, at any stage if an agency withdraws from tender process, entire EMD amount shall be forfeited.
12. After opening of the technical bid and before opening of financial bid, if any agency withdraws from tender process, the EMD of the party shall be forfeited and the party shall be liable to be debarred for participation in any tender of AAI for one year from the date of debarment. However, after opening of financial bid, being H1 in the tender if the party withdraws its bid or after issuance of award letter, the party does not complete the requisite formalities, EMD shall be forfeited and the said bidder will be liable to be debarred from participating in any tender of AAI for two years.
13. In case a party has deposited EMD but did not participate in the Tender process i.e., the party has not submitted his bid on GeM portal and his name is not appearing in the bids submitted

list, then, on request of such party, amount paid towards EMD deposited by the party may be refunded after deduction of 10% of EMD amount.

14. 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.

**GENERAL TERMS AND CONDITIONS**

**1. CLARIFICATIONS ON TENDER DOCUMENTS**

2.

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.

**3. AMENDMENT OF TENDER DOCUMENT**

Before the deadline for submission of tender, the Tender Document may be modified by AAI by the 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.

**4. 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 for the grounds for AAI's action.

**5. WORK NOT TO BE LET OUT**

Sub-contracting in part or full of the assignment awarded to the successful Bidder is not permitted.

**6. 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.

## **7. 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.

## **8. 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, Raipur Airport 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 Raipur.

- 9.** Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- 10.** 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.
- 11.** Bidder shall have proper infrastructure including laptop, 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.
- 12.** 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.

- 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. NOVATION CLAUSE (APPLICABLE FOR PPP AIRPORTS):**

- a) The Authority shall cause to transfer/novate this Agreement, in favour of such third party, on the principle that such transfer/novation would release Authority of all liabilities and obligations arising from and after the date of transfer/novation of such rights. The Parties, along with relevant third party(s) shall execute necessary documentation or put in place necessary agreements for the aforesaid transfer/novation; and
- b) The rights and obligations under or pursuant to all contracts and other arrangements entered into in accordance with the provisions of this Agreement between Authority and Contractor shall be vested in such third party.

The contract period is **02 years** or the date of transfer of the airport under the PPP mode whichever is earlier. The contract may be terminated with a termination notice of 30 days without any liabilities to AAI on account of anything else what so ever.

Obligations relating to Transfer the Authority agrees that during the Contract Period, in the event the Authority transfers the rights to operate and maintain the Airport to a third party(s), the Authority shall ensure that.

- 16.** 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.

**FORMAT-I**

(TO BE UPLOADED ONLINE)

**SECTION V**

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

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

To,

Airport Director,  
O/O Airport Director,  
Airports Authority of India,  
S.V. Airport, Raipur - 492015

Subject: ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST & INCOME TAX AND RELATED SERVICES AT RAIPUR AIRPORT FOR 2 YEARS.

ATC DOCUMENT NO. AAI/RPR/GST & IT CONSULTANCY/2026

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.

Sl. No.	Particulars	Page no.of scanned documents
(i)	Scanned copy of the proof / documents of the payments (i.e., cost of tender document and EMD) made through online mode i.e., NEFT/RTGS is to be uploaded (i.e., scanned copy) along with the technical bid documents to be submitted by the bidders (online).	

(ii)	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.	
(iii)	Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) / Income Tax Return for FY 2022-23, 2023-24 and 2024-25 as per Evaluation Criteria no. 2	
(iv)	Scanned copy of details of proprietor/ Partners and Resume of the proprietor/ partners giving the brief details of relevant experience with membership no., and same should be attested by proprietor / Managing partner/senior partner as per Evaluation Criteria no.3.	
(v)	Scanned copy of List of Assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of the assignment and turnover for the relevant F.Y certified by Proprietor/ Managing Partner/Senior Partner AND Proof of execution of services/ other credentials (Award Letter/ certificate of completion/continuation of service in case of ongoing assignment on company letter head indicating services provided, Financial year/Time Period of provision of service etc.) as per Evaluation Criteria no. 4	
(vi)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 4	
(vii)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 5.	
(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. 6.	
(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 Authorized Signatory: \_\_\_\_\_

Name of the bidder :

Company Seal :

**FORMAT-II**

(TO BE UPLOADED ONLINE)

**SECTION VI**

UNCONDITIONAL ACCEPTANCE LETTER  
(TO BE GIVEN ON LETTER HEAD ALONG WITH TECHNICAL BID)

To,

Airport Director,  
O/O Airport Director,  
Airports Authority of India, Old Terminal Building,  
S.V. Airport, Raipur - 492015

**SUBJECT: ACCEPTANCE OF AAI NIT CONDITIONS**

Ref: ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST & INCOME TAX AND RELATED SERVICES AT RAIPUR AIRPORT FOR 2 YEARS

ATC DOCUMENT NO. AAI/RPR/GST & IT CONSULTANCY/2026

Sir,

I/We have read all the clauses, terms and conditions of ATC Document by AAI for "ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST & INCOME TAX AND RELATED SERVICES AT RAIPUR AIRPORT FOR 2 YEARS " 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)

**FORMAT-III**

(TO BE UPLOADED ONLINE)

**SECTION VII****TECHNICAL BID**

1	Name of the Firm / LLP	
2	Complete Postal Address:	
3	Pin code / Zip code	
4	Contact Information 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 Proprietor/ Partners with professional qualifications:	
8	Registration Details (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: *Completion certificate to be enclosed.	Sl. 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. 2022-23	F.Y. 2023-24	F.Y. 2024-25		
11	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/No.					
12	Details of EMD paid online through NEFT/RTGS: -						
13		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 IFS code	
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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