

**E -TENDER
COMPREHENSIVE CONSULTANCY SERVICES
FOR**

**DIRECT AND INDIRECT TAXES COMPRISING OF FILING OF MONTHLY, QUARTERLY
AND ANNUAL RETURNS OF GST AND INCOME TAX, RESOLUTION OF NOTICES,
OPINIONS AND RELATED SERVICES FOR 2024-25 OF AAI, ANDHRA PRADESH
REGION, VISAKHAPATNAM AIRPORT, AAI, ANDHRA PRADESH**



**भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
ANDHRA PRADESH**

**Visakhapatnam Airport,
Visakhapatnam – 530 009**

E-TENDER NO. AAI/SR/GST CELL/GST CONSULTANCY/2024

E-BID NO: AAI/VSKP/SAU/2024-25 GST

Domestic Open E-Tender – Two-cover System)

Estimated Cost- ₹ 5,28,000.00 Plus GST

EMD Amount - ₹ 10,560.00

Start Date & Time for Online Submission:	10.00 hrs. on 24.05.2024
Last Date & Time for Bid Submission:	15.00 Hrs on 08.06.2024
Due date & Time of Technical Bid Opening:	15.30 hrs. on 10-06-2024

**E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION
& FILING OF ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI,
VISAKHAPATNAM AIRPORT**



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



Table of Contents

S.No	Section	Description	Page No.
1		Introduction	3-6
2		Important Points to Note	7
3		Notice inviting Online Tender	8-9
4	Section A	Scope of work	10-12
5	Section B	Volume I Technical Bid	13-15
6	Section C	Volume II Financial Bid Evaluation	16
7	Section D	Special Terms and Conditions	17-22
8	Section E	General Terms and Conditions	23-24
9	Section F	Instructions for Online Bid Submission	25-28
10	Section G	Format I Letter of Submission – Covering Letter	29-30
		Format II Unconditional Acceptance Letter	31
		Format III Technical Bid	32-33
		Format IV Financial Bid	34



Introduction

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 129 Airports all over India covering all the states & Union Territories, including 23 International Airports, 9 Customs Airports, 77 Domestic Airports and 20 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.
- TNLC
- Other CNS/ATM Service Revenue
- 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
- UDF
- Throughput Revenue
- Ground Handling Revenue
- Extension of Service Hours
- Royalty on CUTE Charges

II. Non-Traffic Revenues are generated from:-

- Trading Concessions
- Rent & Services
- Misc. Non Aeronautical Airport Services
- Car Parking
- Porterage
- Restrooms
- Admission Fees/Commercial Passes
- Others



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



III. Cargo Revenue

IV. Other Income

- Concession Fee-JV Coordination Cell
- Interest Income
- Profit on Sale of Fixed Assets
- Interest on Penalties
- Misc. Income
- Staff Recoveries

I. 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/Centralized billing, the bills for the services provided to international flights are raised by IATA (International Air Transport Association) 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 are 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 ERP-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 on Job Contract
6. Hiring of Vehicles
7. Legal Services
8. Transportation of Goods by Road/Air
9. Money Exchange
10. Professional Services
11. Telecommunications Services
12. Expenditure on CSR activities
13. Import of Foreign Services
14. Services provided by Government Agencies like Meteorological Department.

Please visit AAI website at <https://aai.aero> for more information about AAI.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



Bird Eye View of the Work:



i. Total Number of Line Items (for Customer & Vendor) per Month as per ERP-SAP Andhra Pradesh State → 6000 Line Items approx.

ii. Stations Covered:

Andhra Pradesh State: Visakhapatnam Airport is a GST Nodal Airport of A P State consisting of 8 Airports which includes Self Accounting Units (SAU) of Visakhapatnam, Vijayawada, Tirupati Airports and non SAU's are Kadapa, Rajahmundry, Kurnool, Puttaparthi, & Donakonda Airports.

AAI, ANDHRA PRADESH GST NO: 37AAACA6412D1Z7

1.1 Request for Proposals

The Authority invites proposals from interested firms for Selection of Consultant for Direct and indirect taxes comprising of return filings, resolution of notices, opinions and related work for AAI, Andhra Pradesh Region, Visakhapatnam Airport who shall carry out the services as specified in Scope of Work. The Authority intends to select the Consultant through competitive bidding process in accordance with the procedure set out herein.

1.2 Earnest Money Deposit (EMD)

1.2.1 Earnest Money Deposit of Rs.10,560/- (Rupees ten thousand five hundred sixty only) will be required to be paid online on CPP Portal only.

1.2.2 The Applicant, by submitting its Application pursuant to this tender document shall be deemed to have acknowledged that without prejudice to the AAI's any other right or remedy hereunder or in law or otherwise, appropriated by the AAI as the mutually agreed pre-estimated compensation and damage payable to the AAI for, inter alia, the time, cost and effort of the AAI in regard to the tender including the consideration and evaluation of the Tender under the following conditions:

- a. If an Applicant engages in any of the Prohibited Practices specified in Section of this tender.
- b. If an Applicant withdraws its Tender during the period of its validity as specified in this Tender and as extended by the Applicant from time to time;
- c. If the Applicant withdraws its Tender (offer) during the interval between the Tender Due Date and expiration of the Tender Validity Period;
- d. If the successful Applicant fails to accept the Letter of Acceptance in writing within the time specified in this document or any extension thereof granted by AAI.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



- e. If the successful bidder fails to sign the agreement or fails to furnish the required Performance Security within the time specified in this document or any extension thereof granted by AAI;
- f. If the Applicant imposes any condition after the Tender due date affecting the original Tender.
- g. If the bid submitted is found to have been tampered with.
- h. If any information furnished by the bidder in the tender document found to be false, fabricated or forged.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



IMPORTANT POINTS TO NOTE

E-TENDER DOCUMENT NO.	AAI/SAU/VSKP /GST CONSULTANCY/2024
TENDER INVITED FOR	MONTHLY GST COMPLIANCE, RECONCILIATION AND ASSISTANCE IN FILING ANNUAL RETURN 2023-24 & 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF VISAKHAPATNAM AIRPORT.
Estimated cost	Rs. 5,28,000 (Excluding GST)
Tender fee	Rs .1180/- (Including GST)
BID SECURITY / EMD	₹ 10,560/- (Rupees ten thousand five hundred sixty only)
VALIDITY OF THE TENDER	90 days from the due date for submission of tender
PUBLISHING OF TENDER DOCUMENTS ON AAI WEBSITE & CPP Portal	24.05.2024
START DATE & TIME FOR ONLINE SUBMISSION OF BID	25.05.2024
LAST DATE & TIME FOR ONLINE SUBMISSION OF BID	08.06.2024
TIME & DATE OF OPENING OF TECHNICAL BID	10.06.2024
TIME & DATE OF OPENING OF PRICE BID	Shall be intimated
PLACE OF OPENING OF TECHNICAL BID	O/o The Airport Director Airports Authority of India, Visakhapatnam Airport, Visakhapatnam - 530 009
For further details please visit	https://www.aai.aero/



NOTICE INVITING TENDER

- 1.1 Online tenders through **CPP Portal** are invited by Airports Authority of India for Comprehensive Consultancy Services for **MONTHLY GST COMPLIANCE, RECONCILIATION & FILING OF ANNUAL RETURNS 2024-25 of A P State and income tax related services of AAI, Visakhapatnam Airport for a period of one year from July 2024 to June 2025** on the basis of the evaluation with scope for extension for a further period of up to 12 months, subject to satisfactory performance during the contracted period, under two-cover system.
- 1.2 **The Estimated Cost of the Work is ₹ 5,28,000/- (Rupees five lakhs twenty-eight thousand only) excluding GST.**
- 1.3 The tender document is made available through **CPP Portal** and open for downloading free of cost from **24.05.2024 to 08.06.2024** at AAI's official website <https://aai.aero> and <https://etenders.gov.in/>
- 1.4 **Bid Processing Fee**
- Bid Processing Fee of Rs.1180/- (i/c GST) Non-refundable will be required to be paid online through Payment Gateway on CPP Portal Payable to Airports Authority of India Payable at New Delhi. The tenderer, whose Tender Fee is not received, then their Tender will be liable to be rejected.
- The option of Online Mode for collection of Tender Processing Fee has been allowed, so that the bidders can deposit these fees through payment gateway of CPP portal.
- State Bank of India (SBI) has been authorized as a Nodal Bank and its payment gateway has been integrated/mapped with CPP Portal for the collection of Tender Processing Fee through e-procurement portal from various bidders participating in e-Tendering/e-Procurement process.
- Firm having valid MSME Certificate (as on the last date of RFP submission) will be eligible for exemption from Tender Processing Fee and EMD. Firm has to upload copy of MSME Certificate in CPPP Website with other required document to avail exemption.
- 1.5 The tender document consists of two volumes –**Volume I Technical Bid** and **Volume II – Price Bid.**
- 1.6 The complete tender document must be submitted online as a tender offer on or before the due date and time of submission.
- 1.7 **The Bid security (EMD) as per Clause 4 of Section-D shall be paid as described in the Tender Document.**
- 1.8 The offer (both Technical & Price) must be valid for a minimum of **90 days** from the due date for submission of offer; otherwise the offer shall be rejected as non-responsive.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



- 1.9 The bidding process is open to all qualified bidders who meet the eligibility requirements outlined in **Section-B of Volume I of the Technical Bid**. Bidders are advised to provide the required documents to qualify for the contract.
- a) The bidder should submit self-declaration in the covering letter as mentioned in Format-I, stating that the bidder has not been blacklisted/debarred by any Government department/ PSU's / 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 documents required to satisfy the eligibility criteria, as outlined in Format-III of Section-G and the relevant documents in the Tender Document - Technical Bid, must be uploaded in PDF format via the CPP Portal. The Tenderer must submit self-attested copies of the documents. Original documents may be requested for verification before the letter of award is issued.
- 1.10 The prospective Tenderer shall submit queries, if any, through **Seek Clarification Tab** Available from **24.05.2024** through **CPP Portal** : <https://etenders.gov.in/>
- 1.11 The last date of online submission of offers will be **08.06.2024** unless otherwise notified. In the event of changes in the schedules, **O/o The Airport Director, Airports Authority of India, Visakhapatnam Airport, Visakhapatnam 530 009** will notify the same only through www.aai.aero and <https://etenders.gov.in/>
- 1.12 Refer to Section-B Pages **13 to 15** of the Tender Document for information on the Eligibility Criteria, Evaluation Criteria, and the Supporting Documents needed for the online submission of the Technical Bid.
- 1.13 Offers that do not comply with the instructions provided earlier will be subject to rejection.



**E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION &
ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED
SERVICES OF AAI, VISAKHAPATNAM AIRPORT**



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



SECTION-A

SCOPE OF WORK

Good and Service Tax (GST)/ Service Tax:

1. Consultancy Service: -

- a. To give opinion within two working days on issues/matters as referred from time to time in relation to **GST** issues including import and export of goods/services, dealing with related parties like subsidiaries, associates etc.
- b. Opinion on availing of Input Tax credit of various input services utilized /goods purchased by AAI.
- c. Opinion on matters relating to Accounting of GST (not limited to **output** and input services);
- d. **Opinions**/comments/clarifications on various GST issues raised by the airports & RHQs
- e. **Opinions**/comments/clarifications on the issues raised in audit conducted by the various authorities.
- f. Indirect taxes interactive session in person at AAI premises for dealing officials (50 numbers approximately) twice a year to update the AAI officials about various amendments taking place in GST laws/rules, regulations, circulars, directions etc. from time to time and assist in making policy for the same.
- g. Review of various circulars to be issued to the airports in respect of GST and related matters.
- h. Any other advice to AAI on any other GST/Service tax related issues as and when required.
- i. Advice & opinion in r/o Stock Valuation policy, E-way bills, records to be maintained under GST Act.
- j. Providing of e-way bills as and when required.
- k. Assisting in drafting the reply to be submitted for various notices received from GST Authorities from time to time.

2. Direct Taxes:

- a. Filing of returns / revised returns after verification.
- b. Verification of 89 (i) relief.
- c. Verification of savings declaration submitted by employees during March & April and submitting the report.
- d. Online awareness program on Direct Taxes.

3. Filing of GST Returns:

- a. Preparation and (stipulated) Timely **On Site filing** of GST Returns for 3 GSTIN's pertaining to the State of GST Andhra Pradesh State in the Format and Manner prescribed under GST Law from time to time and any other Return as may be Notified by GST Department/Council under the Provisions of the GST Act and the Rules made thereunder in the requisite format prescribed under the GST regime from time to time, including monthly remittances of GST Liability after detailed analysis and review of ERP-SAP Data incorporating all the factors/components like:

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



- Exempted / Nil Rated Outward Supply.
 - Reverse Charge Mechanism - RCM,
 - Inward Supply and analysis of Input Tax Credit consolidated by AAI for the different business places.
 - HSN/ SAC & GSTIN Validation
 - Any other safeguards and accountability measures shall be incorporated as may be deemed necessary.
- b.** Reconciliation/matching of input tax credit availed in books of accounts with GSTR2A/2B available in the GST Portal on Monthly Basis.
- c.** Development/upgradation of standardized format for compilation 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.
- e.** Verifying the data for TDS on GST payment, generation of challan, filing of monthly TDS on GST return, issuance of certificate etc.
- f.** Any changes related to GST Return (Inward & Outward) filing in GST Portal need to be communicated in advance to be taken up with AAI, Corporate Head Quarters for updating of SAP /AIMS billing system.
- g.** Preparation of GST Annual Returns for the FY 2023-24 & 2024-25.
- h.** Reply of queries raised by Statutory Auditor and Internal Auditor of AAI in connection with GST.
- i.** Review of GL in SAP to ensure eligible input tax credit is claimed in the returns so filed.
- j. Reconciliation of GL & report extracted from SAP & analyzing the difference (if any) before filing the monthly returns.**
- k.** Review of output liability as per GL & report extracted from ERP-SAP & identifying for any error related to place of supply, nature of tax etc. before filing the monthly return.
- l.** Proper guidance/preparation of E-way bills of A P State generation and creation of sub user etc.
- m.** Support management in providing information as sought by regional/central officers and GST department.
- n.** Any other support in reconciliations of GST and Income Tax related as required by the management.
- o.** Quarterly/Annual filing of Income Tax TDS/TCS returns pertaining of Salaries and other than Salaries
- 4. Refunds**
To monitor refunds of GST from Central Board of Indirect tax and Custom along with details and Appeal effect orders and update the refund status to AAI and preparation of letters in this respect to be submitted to the Dept.
- 5. Review of SAP Accounts**
- a.** Review of Accounting in SAP environment as per GST Law and recommending of changes to incorporated in SAP as per amended in the GST Act from time to time.
 - b.** Submission of report on review conducted on GST accounting in SAP and also to provide guidance for resolving the areas of concern.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



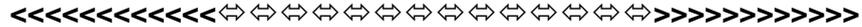
E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



6. Scrutiny/assessment of Return

To represent AAI before GST/Service tax Authorities 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 received from GST/Service tax Department & GST Intelligence) for successful completion of scrutiny, assessments including re- assessments.

- 7. One senior partner or a qualified CA / CMA having at least 5 years of experience in the field of Indirect Taxation will be required to visit the AAI, Visakhapatnam Airport twice a week/ on need basis, in connection with the above referred scope of work. The official deputed must have working knowledge and experience in SAP based environment.
- 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.
- 9. The Agency has to depute exclusively one person to performing the schedule works and the person should work at least 24 manhours in a week.
- 10. All the working to be kept in safe custody in form of Hard Copy and Soft Copy for all further clarification/litigation, if may arise.



E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



SECTION-B

Volume - I Technical Bid

1. Eligibility Criteria:

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

- I. The Bidder should be a Partnership Firm/LLP of Chartered Accountants/Cost Management Accountants registered in India having:
 - i. **Minimum 3 (Three) Years'** experience in the area of Direct and Indirect Taxation.
 - ii. Should have average Annual Gross Receipts /Turnover of **minimum ₹40 (Forty) Lakhs** in the last 3 (Three) completed Financial Years i.e. 2020-21, 2021-22 & 2022-23.
- II. The Bidder should have minimum **3 (Three) full time qualified CAs / CMA's** as partners out of which at **least 2 (Two) should be having at least 5 years' experience** in the indirect taxation field.
- III. The Bidder should have minimum 1 paid Qualified or 3 *paid* Semi-qualified CA/CMA's (other than partners) out of which at least 2 should have minimum 5 years' experience in Direct and Indirect Taxation field.
- IV. The Bidder should have undertaken similar Service Tax/ GST assignments of **at least one Central/State PSU/Listed Public Limited Company/Private Limited Company** having annual turnover of ₹ 300 crores or more for a continuous period of last 3 financial years i.e. F.Y. 2020-21, 2021-22 & 2022-23.

2. Evaluation criteria :-

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

Sl. No	Evaluation Criteria	Documents to be submitted
1	<p><u>Legal Status of the Bidder</u> The Bidder should be a Partnership Firm/LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of 3 (Three) years. Minimum marks for 3 years' experience will be 4. For each additional full year of experience, 1 additional mark will be awarded subject to maximum of 10 marks.</p>	<p>Certified copy of Registration issued by Institute of Chartered Accountants/Cost Accountants of India.</p>

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



Sl. No	Evaluation Criteria	Documents to be submitted
2	<p><u>FINANCIAL CAPACITY</u> The bidder should have average annual gross receipts / turnover of minimum ₹ 40 (Forty) Lakh in the last 3 (Three) completed financial years i.e. 2020-21, 2021-22, 2022-23. Minimum marks for the criteria for having average annual turnover / receipts of Rs. 40 Lakh in the last 3 completed financial years will be 4. For each additional ₹20 (Twenty) Lakh turnover / receipts, additional 1 mark will be awarded subject to maximum of 10 marks.</p>	<p>Financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified by an Auditor along with Income Tax Return including computation of Income.</p>
3	<p><u>EXPERIENCE</u> The Bidder should have minimum 3 (Three) full time qualified CAs / CMA's as partners out of which at least 2 (Two) should be having at least 5 years' experience in the indirect taxation field. Minimum marks for the criteria will be 4. The Partner who will associate /deal with AAI should be named. The bidder having the partner so named having experience of more than 5 years will be awarded one additional mark for each additional year of experience in Indirect taxes subject to maximum of 10 marks.</p>	<p>List of the partners along with the resume giving the brief details of relevant experience and the membership no. The list should be attested by Managing Partner / Senior Partner establishing the fulfillment of criteria.</p>
4	<p><u>Service Provider Resources</u> The Bidder should have minimum 1 paid qualified or 3 paid Semi-Qualified CA/CMA's (other than partners) out of which at least 2 should have minimum 5 years' experience in Indirect Taxation field. Minimum marks for the criteria will be 4. The above qualified employee who will associate /deal with AAI should be named. The bidder having the employee so named having experience of more than 5 years will be awarded 1 additional mark for each additional year of experience in Indirect taxation subject to maximum of 10 marks.</p>	<p>List of qualified CAs/CMA's as per payroll listing along with the Segment handled. The list shall be certified by the Managing Partner / Senior Partner establishing the fulfillment of criteria.</p>
5	<p><u>Assignment Undertaken</u> The Bidder should have undertaken similar Service Tax/GST assignments of at least one Central/ State PSU/Listed Public Limited Company/Private Limited Company having annual turnover of ₹ 300 crore or more for a continuous period of at least one year in the last 3 financial years i.e. F.Y. 2020-21, 2021-22, 2022-23 Minimum marks for the criteria will be 4. For each additional similar assignment handled at least for 1 year during last 3 financial years, additional 1 mark will be awarded subject to maximum of 10 marks.</p>	<ol style="list-style-type: none"> 1. Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.) and 2. Audited Balance Sheet & P&L of the client.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



Sl. No	Evaluation Criteria	Documents to be submitted
6	<p><u>SAP Experience</u> The firm should have experience of at least 2 years in SAP based accounting environment with at least 1 qualified CA's / CMA's with exposure in SAP. Minimum marks for the criteria will be 4. For each additional certified CA/CMA, additional 1 mark will be awarded subject to maximum of 10 marks. The officials to be deputed in AAI must have at least 2 years' experience in SAP based environment.</p>	Proper documentary evidence i.e. Certificate from the respective company (client) for whom work has been carried out.
	Other criteria's	
7	The Bidder should have full time office in Visakhapatnam with AP GST Registration.	Proof of address
8	The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.	Self-declaration

Note: -

1. The Technical bid prepared by the bidder shall comprise of:
 - i. **The CPP portal generated receipt towards submission of EMD. (MSMEs, seeking exemptions of Earnest Money Deposit as per the public procurement policy shall upload scanned copy of valid Registration Certificate from NSIC / DICs / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body as specified by Ministry of Micro, Small & Medium Enterprises for the same/similar category of SERVICES for which they registered failing which they run the risk of their bid being passed over as ineligible for the benefit applicable to MSMEs. The items of Product/Services mentioned under MSME Certificate should be the same or similar to nature of tendered work).**
 - 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.
2. Technical bid of only those bidders will be evaluated whose **Evaluation Criteria Documents** are found in order. Detailed Technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above.
3. Documentary evidence needs to be submitted duly self-attested by the bidder for each of the Evaluation criteria.
4. Self-declaration needs to be signed by authorized signatory(s).
5. During evaluation of the bids, AAI may, at its discretion ask the Bidders for clarification of their bids, if required.
6. Decision of the AAI in all matters regarding Engagement, 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.



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



**SECTION-D
SPECIAL TERMS AND CONDITIONS**

1. PERIOD OF CONTRACT

The Period of Contract shall be 1 year commencing from **01.07.2024** or from the date of acceptance of Award of Contract whichever is later. 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 with the same terms and conditions.

2. PAYMENT TERMS: The payment shall be released at the end of each quarter as under.

2024-2025		2025-2026 (Subject to Extension)	
PAYMENT STAGES	% OF CONTRACT VALUE	PAYMENT STAGES	% OF CONTRACT VALUE
QUARTER I	NA	QUARTER I	20%
QUARTER II	20%	QUARTER II	20%
QUARTER III	20%	QUARTER III	20%
FILING OF ANNUAL RETURN PREVIOUS YEAR	20%		
QUARTER IV	20%	QUARTER IV	20%
FILING OF ANNUAL RETURN CURRENT YEAR	20%	FILING OF ANNUAL RETURN CURRENT YEAR	20%

- a) No Advance shall be paid by AAI.
- b) Stage payment for the work done as per the payment terms shall be made on submission of valid Tax Invoice mentioning the GST No. and SAC Codes as per the GST Act & Rules by the tenderer which is subject to statutory deductions in force.
- c) All Payments shall be made through NEFT/RTGS only.

3. SECURITY DEPOSIT:

Amount equivalent to **10% on the Stage payments** (excluding GST) shall be deducted towards Security Deposit and the same shall be refunded on the satisfactory completion of the assignment and filing of Annual Return for the respective year in the prescribed format. No interest shall be paid by AAI on SD deducted on the Stage Payment.

4. EARNEST MONEY DEPOSIT (EMD)

The Bidder shall submit the Earnest Money Deposit (EMD) for **₹10,560/- (Rupees ten thousand five hundred sixty only)** through the gateway of CPP Portal only. EMD in the form Demand Draft/Bankers' Cheque/Draft or any other form shall not be accepted. The EMD of the unsuccessful bidders shall be returned as soon as the Contract is awarded. The EMD of the successful bidder shall be adjusted against security deposit (SD). No interest shall be paid on EMD deposited by the party.

5. The Tender shall be in the prescribed Form.

6. Not more than one tender shall be submitted by a consultant or by a firm of consultants. No two or more concerns in which an individual is interested, as Proprietor and/or partner shall quote for the execution of the same work. If they do so, all such quotes shall be liable to be rejected.

**E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION&
ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED
SERVICES OF AAI, VISAKHAPATNAM AIRPORT
E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024**

7. In the event of the Tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner. It must be signed on his behalf by a person holding a Power-of-Attorney authorizing him to do so. Such power of attorney to be uploaded with the Tender and it must disclose that the firm is duly registered under the Indian Partnership Act.
8. Tenderers are advised to inspect and examine the nature of work & work place and satisfy themselves before submitting their Tenders so as to the quantum of work, the means of access to the site, working conditions, and movement of manpower etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their quotation. A Tenderer shall be deemed to have full knowledge of the work to be carried out whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
9. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications.
10. All rates shall be quoted in Format IV-Financial bid and submitted in Envelope-II online.
11. Earnest Money of amount Rs.10,560/- shall be deposited online through CPP Portal in Airports Authority of India account.
12. Notification of Award of contract will be made in writing to the successful bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision. A responsive bidder is one who submits priced Tender and accepts all terms and conditions of the specifications and contract documents. A Tenderer shall submit a responsive bid, failing which his Tender will be liable to be rejected.
13. Airports Authority of India shall return the earnest money where applicable to every unsuccessful Tenderer except lowest tenderer.
14. Canvassing in connection with Tender is strictly prohibited and the Tender submitted by the Tenderers who resort to canvassing will be liable to be rejected.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT

E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024

15. The consultants shall give a list of AAI employees related to him. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India. Any breach of this condition by the consultant would render him liable to be debarred from Tendering/Tender for next 2 years.
16. No official of Gazetted rank or other Gazetted Officer employed in Administrative duties in Finance Department of Airports Authority of India/Govt. of India is allowed to work as a consultant for a period of two years of his retirement from Airports Authority of India/ Government service, without the prior permission of Airports Authority of India/Govt. of India. The contract is liable to be cancelled if either the consultant or any of his employees is found at any time to be such a person who had not obtained the permission of Airports Authority of India/Govt. of India as aforesaid before submission of the Tender or engagement in the consultant's service.
17. On acceptance of the Tender, the name of the accredited representative(s) of the consultant who would be responsible for taking instructions from the Finance-in-Charge, AAI, Visakhapatnam Airport shall be communicated.
18. A bidder shall submit the Tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected. Also if the credential submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the AAI shall take the following action:-
 - a) Forfeit the entire amount of EMD submitted by the firm.
 - b) Debar the firm for minimum three years to Tender with AAI in any name.
19. All quoted rates shall be inclusive of all taxes (excluding GST) and levies payable under respective statutes. However, pursuant to the Constitution (46th Amendment) Act. 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of quotation including extensions if any and the consultant thereupon necessarily and properly pays such taxes / levies, the consultant shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Airport Director (whose decision shall be final and binding on the consultant) attributable to delay in execution of work within the control of the consultant.
20. Tenders have to submit UDIN generated documents like Balance sheet / Turn over certificate, Networth Certificate, TDS certificates for Non-Govt Works etc. as per NIT conditions duly certified by CA and having UDIN. The document submitted by bidders without UDIN shall not be entertained.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



6. Submission of Tender :

COVER – I DETAILS: TECHNICAL BID

The Scanned copy of the following documents shall be submitted online only:

Sl. No.	Particulars	Page no. of scanned documents
(i)	The Bank Acknowledgment/ Online Confirmation on the remittance details of NEFT/RTGS transfer towards EMD	
(ii)	Scanned copy of the Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria no. 1	
(iii)	Scanned copy of the Financial statements (Balance Sheet & Profit and Loss Account) duly certified an Auditor along with Income Tax Return including computation of Income for the respective years as per Evaluation Criteria no. 2	
(iv)	Scanned copy of the Resume of the partners giving the brief details of relevant experience with membership no., same should be attested by Managing partner /senior partner as per Evaluation Criteria no. 3	
(v)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no.& the Segment handled same should be certified by Managing partner /senior partner as per Evaluation Criteria no.4.	
(vi)	Scanned copy of Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.) as per Evaluation Criteria no. 5	
(vii)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5	
(viii)	Scanned Copy of Certificate from the respective organization / PSU to prove the experience of working in SAP as per Evaluation Criteria no. 6	
(ix)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 7	
(x)	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.8	
(xi)	Scanned copy of PAN, GST No. of the Firm/LLP	
(xii)	Scanned copy of filed Format II and Format III	
(xiii)	Scanned copy of entire set of tender documents including blank format(only Blank) of Price bid, duly signed and sealed by the authorized signatory on all pages, as a token of acceptance.	



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



COVER – II - DETAILS: PRICE BID

Price should be quoted in the spread sheet file (.xls format) available in CPP Portal only. Any indication of 'Quoted price' in the online technical bid documents shall lead to rejection of the bid outright. Scanned copy of blank format duly signed shall be uploaded along with Technical bid.

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

7. EVALUATION PROCESS:

1) A proposal shall be considered responsive if –

- a) It is received by the proposed Due Date and Time.
- b) It is Digitally Signed.
- c) It contains the information and documents as required in the Tender Document.
- d) It contains EMD.
- e) It contains information in formats specified in the Tender Document.
- f) It mentions the validity period as set out in the document
- g) The information is provided with sufficient detail. The AAI has the authority to assess whether the detail provided is adequate.
- h) There are no significant inconsistencies between the proposal and the supporting documents.
- i) The technical qualifications submitted by the bidder adhere to the eligibility criteria outlined in the tender.
- j) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
- k) 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.
- l) The AAI would have the right to review the Technical Qualification and seek clarifications wherever necessary.

2) Since the tender involves selection based on pre-qualification criteria, the TIA (Tender Inviting Authority) will examine and seek clarification, if required and list out the firms, which are found technically suitable and **Cover-II Price Bid of such tenders only will be opened and EMD will be returned to the unsuccessful Bidders.**

- a) The date and time will be intimated to tenderers whose offers are found suitable and Cover – II of such tenderers will be opened on the specified date and time.
- b) The 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.

3) The decision of AAI in all matters regarding the Engagement will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.



SECTION-E

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through Seek clarification Tab through the CPP Portal, only within the specified period. No other Mode is accepted. Request for clarifications, (if any) and clarifications for the same shall be given through CPP Portal only.

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 / corrigenda will however be stopped 2 days prior to the deadline for submission of tenders 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. [AAI may, at its discretion, extend the deadline for tender submission to allow Tenderers ample time to incorporate addenda/corrigenda into their bids.]

3. REJECTION OF BID

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

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

4. WORK NOT TO BE LET OUT

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

5. CONFIDENTIALITY CLAUSE

Any and all information in written, electronic media or oral form and disclosed to the Consultant shall at all times remain the legal and absolute property of AAI and the Consultant shall have no rights to use the information for any purpose other than that expressly authorized by AAI.



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



6. Termination of services

The engagement of Consultant can be terminated by the Management of Airports Authority of India without assigning any reason, whatsoever, at any time during the contract period by giving 30 days' notice.

7. SETTLEMENT OF DISPUTES

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the AAI management subject to a written appeal by the Consultant to the management whose decision shall be final to the parties hereto.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties.

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 any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.

10. Bidder shall have proper infrastructure including lap top, internet connection, stationery, etc. to carry out the work when they are required to work in AAI premises. Authority shall be providing only necessary furniture and electric connection to the Consultant when they are required to work in AAI's premises

11. The soft copies of the data/information as well as the printouts of the data/information provided during the contract period, shall be the property of AAI and the Consultants shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of AAI at any stage.

12. AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Consultant.

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 shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

(Signature of Issuing Authority)

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



SECTION- F

INSTRUCTIONS FOR ONLINE BID SUBMISSION

I Bidders to follow the following procedure to submit the bids online through the CPP Portal <https://etenders.gov.in/>

1. Bidder should do Online Enrolment in 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 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 time for the 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 CPP 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 more than one document, they can be clubbed together.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



10. Bidder should arrange for the EMD as specified in the tender. The Bank Acknowledgement/online confirmation on the NEFT/RTGS to be uploaded in the Technical Bid Cover only through Online.
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 the/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 updating 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.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



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 CPP 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 the Bid documents, the bidders are asked to contact through Seek Clarification Tab available in the E-Tender Portal and no other Mode of seeking clarification is accepted.
27. Tenderer is required to submit their tender through online in the form of **Two Cover System** on or before scheduled bid due date of closing and time as notified in the NIT. The tender received after the due date and time will not be entertained.

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



28. Tender Document can be submitted online only in the designated procurement portal

<https://etenders.gov.in/e procure/app> on or before the due date and time.

29. Tenderer should submit the tender for Engagement of GST Consultant by AAI in accordance with the Instructions to Bidders & Terms & Conditions of Tender.

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E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



(To be uploaded online)

SECTION-G

Format-I

LETTER OF SUBMISSION – COVERING LETTER

(ON THE LETTER HEAD OF THE BIDDER)

Date:

To

The Airport Director,
Airports Authority of India,
Visakhapatnam Airport,
Visakhapatnam-530 009

Sir,

Sub: **E -TENDER FOR COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2023-24 & 2024-25 AND RELATED SERVICES INCLUDING INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT ETC.**
E-TENDER NO. AAI/TAX CELL/GST CONSULTANT/2024

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.

Sl. No.	Particulars	Page no. of scanned documents
(i)	The Bank Acknowledgment/ Online Confirmation on the remittance details of NEFT/RTGS transfer towards EMD.	
(ii)	Scanned copy of the Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria no. 1	
(iii)	Scanned copy of financial statements (Balance Sheet & Profit and Loss Account) duly certified by Auditor along with Income Tax Return including computation of Income for the respective years as per Evaluation Criteria no. 2	
(iv)	Scanned copy of the Resume of the partners giving the brief details of relevant experience with membership no., same should be attested by Managing partner /senior partner as per Evaluation Criteria no. 3	

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



(v)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no.& the Segment handled same should be certified by Managingpartner /senior partner as per Evaluation Criteria no.4.	
(vi)	Scanned copy of Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.) as per Evaluation Criteria no. 5	
(vii)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5	
(viii)	Scanned Copy of Certificate from the respective organization / PSU to prove the experience of working in SAP as per Evaluation Criteria no. 6	
(ix)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 7	
(x)	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.8	
(xi)	Scanned copy of PAN, GST No. of the Firm/LLP	
(xii)	Scanned copy of filed Format II and Format III	
(xiii)	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 Tenderer or Authorized Signatory: _____

Name of the Tenderer : _____

Office Seal : _____



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



(To be uploaded online)

SECTION-G
Format-II
UNCONDITIONAL ACCEPTANCE LETTER

(To be given on Letter head along with Technical Bid)

To,

**The Airport Director,
Airports Authority of India,
Visakhapatnam Airport,
Visakhapatnam – 530 009.**

Sub: - Acceptance of AAI NIT conditions

Ref- E -TENDER FOR COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 AND RELATED SERVICES WHICH INCLUDES INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT ETC.

E-TENDER NO. AAI/TAX CELL/GST CONSULTANT/2024.

Sir,

I/We have read all the clauses, terms and conditions of E-Tender by AAI for “**COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 AND RELATED SERVICES ETC.**” and accept them unconditionally. I/We understand that in case of conditional offer my/our tender shall be summarily rejected.

I/We hereby submit that the earnest money of Rs. (Rupees _____ only) for the Tender for above mentioned work has been paid through payment gateway integrated through CPP portal.

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.

I/We agree that "If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAI, apart from any other appropriate Legal action".

I/We further certify that,

- All the information provided by me/ us herein/ above is correct.
- I/We have no objection if enquiries are made about the work listed by me.

Date:

Yours Sincerely,

Place:

(Signature of the Tenderer/Authorized Signatory with Office Seal)



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



(To be uploaded online)

**SECTION-G
Format-III
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 Partners with professional qualifications:	
8	Registration Details (<i>attach proof</i>)	
	Firm/LLP Registration Number & Date:	
	PAN	
	GST Registration No.:	
	Others, if any:	

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



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. 2020-21	F.Y. 2021-22	F.Y. 2022-23		
11	Debarred/black listed by CBI/CVC/any other Government agencies	YES OR NO					
12	Bank Account Particulars:						
	Name of the A/c holder						
	Bank Account Number						
	Account type (SB/ CA)						
	Name of the Bank						
	Branch & Address						
	IFS code						

I / we hereby confirm that the particulars given above are correct and complete and also undertake to inform any future changes to the above details.

Name, Seal & signature of the Authorized signatory

E-TENDER- COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF GST A P STATE AND INCOME TAX RELATED SERVICES OF AAI, VISAKHAPATNAM AIRPORT



E-Tender no. AAI/VSKP/SAU /GST CONSULTANCY/2024



(To be uploaded online)

**SECTION-G
Format-IV**

FINANCIAL BID

E -TENDER FOR COMPREHENSIVE CONSULTANCY SERVICES FOR MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN 2024-25 OF A P STATE & INCOME TAX RELATED SERVICES ETC. OF AAI, VISAKHAPATNAM AIRPORT

BILL OF QUANTITY	Quote for Professional Fee per annum (Excl. GST) (in figure as well as in words) (₹)
Professional Fee in Lump sum per annum for providing Consultancy for MONTHLY GST COMPLIANCE, RECONCILIATION & ASSISTANCE IN FILING ANNUAL RETURN FOR RESPECTIVE YEARS 2023-24 & 2024-25 & RELATED SERVICES of A P State and INCOME TAX related activities of AAI, Visakhapatnam Airport ETC as per Scope of work as mentioned in Section-A for the state of Andhra Pradesh State.	
GST	
TOTAL	

- **The rates/charges are to be quoted in Indian Rupees only.**
- **L1 will be identified on the grand total of the PRICE Bid Summary excluding GST.**
- Rate should be quoted in the spread sheet file (.xls format) available in **e- Procurement Portal only** and shall be signed digitally by a person duly authorized to sign on behalf of bidders.
- 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.

Place :

Date :

(Signature of the Tenderer with Office Seal)