

**AIRPORTS AUTHORITY OF INDIA
Corporate Tax Cell, Block-A
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi-110003**

Additional Terms and conditions (ATC)

For Tender on GeM Portal

**E –TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GOODS &
SERVICES TAX(GST) AND RELATED SERVICES**

Name of Work: E,-TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GOODS & SERVICES TAX(GST) AND RELATED SERVICES

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

IMPORTANT POINTS TO NOTE

1.	GeM TENDER REFERENCE NO.	AAI/TAXCELL/GST/CONSULTANT/2024-25
2.	TENDER INVITED FOR	E –TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GOODS & SERVICES TAX(GST) AND RELATED SERVICES.
3.	BID SECURITY / EMD	Rs.60,000/- (Sixty Thousand Only)
4.	MODE OF PAYMENT FOR EMD	Through RTGS/NEFT in the current account of AAI as per bank details given below
5.	AAI BANK DETAILS FOR REMITTING THE EMD	Name of the Bank: State Bank of India Branch: Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003 IFSC Code of Branch: SBIN0017180 Current (CC/OD) A/c No. : 33404514673 Beneficiary Name : Airports Authority of India
6.	PERIOD OF THE CONTRACT	24 months
7.	PUBLISHING OF TENDER DOCUMENTS ON GEM	03.06.2024
8.	START DATE ON GeM Portal	03.06.2024
9.	END DATE & TIME ON GeM PORTAL	24.06.2024 at 1500 Hrs.
10.	TIME PERIOD FOR RAISING QUERY BY THE TENDERER	04.06.2024 to 10.06.2024
11.	TIME PERIOD FOR FURNISHING OF REPLY BY AAI	Up to 13.06.2024
12.	TENTATIVE TIME & DATE OF OPENING OF TECHNICAL BID	24.06.2024 AT 1530 Hrs.
13.	TIME ALLOWED to BIDDER for TECHNICAL CLARIFICATIONS DURING TECHNICAL EVALUATION	2 working days
14.	TENTATIVE TIME & DATE OF OPENING OF PRICE BID	As per Guidelines
15.	BID OFFER VALIDITY	90 days
16.	CORRESPONDENCE DETAILS	Geeta Pandey, DGM(F) AIRPORTS AUTHORITY OF INDIA, CORPORATE TAX CELL,

		<p>DEPTT OF FINANCE & ACCOUNTS, ROOM NO 218, 2nd FLOOR, A – BLOCK RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT, NEW DELHI-110003. 011-24632950 EXTN: 2159, 2162,2177</p> <p><u>geetha01@aai.aero</u></p> <p><u>aaigstchq@aai.aero</u></p>
17.	WEBSITE ADDRESS OF AAI	<u>https://www.aai.aero/</u>

Guidelines to Bidders

GeM Tender- Guidelines to Bidders: -

1. The bidders shall go through the Additional Terms and Conditions (ATC) document and shall comply with each clause of all the sections of the ATC document.
2. Online bids through GeM portal are invited by Airports Authority of India (AAI) for Engagement of Professional Consultant for Goods & Services Tax(GST) and Related Services by a Partnership firm/LLP having Chartered Accountants (CAs)/Cost and Management Accountant(CMAs).
3. Not more than one Bid shall be submitted by a bidder or by a firm of bidders. Not more than one concerns in which an individual is interested, as Partner shall bid for the execution of the same works. If they do so, all such Bids shall be liable to be rejected.
4. The tender document consists of two volumes –Volume-I Technical Bid (all Technical documents including unconditional acceptance of the offer) and Volume-II – Financial (Price) Bid.
5. The EMD of **Rs.60,000/-**(i.e. Sixty Thousand Only) is to be remitted to the CC/OD account of Airports Authority of India as per bank details mentioned at S. No. 5 on page 4. Copy for the RTGS/NEFT details along with UTR number is to be uploaded on the GeM portal by the tenderer/bidder.
6. Bidding is open to all eligible bidders meeting the eligibility criteria as defined in Section-II, Volume I Technical Bid.
7. AAI, at its sole discretion, may ask for submission of shortfall of the required documents and clarifications, if required, as per the terms and conditions of the contract.
8. If the offer is not received according to the terms and conditions of the Tender, the offer is liable for rejection.
9. AAI reserves the right to cancel the Bidding process at any stage without assigning any reasons. AAI also reserves the right at its discretion not to award against the tender called. AAI shall not pay any cost incurred by the bidder in the preparation and submission of any tender or any cost incidental to it. The EMD shall be refunded back without any Interest.
10. Bidder are required to take into account any corrigendum published on GeM Portal with respect to the Additional Terms and Conditions(ATC) before submitting their bids.
11. The bidder shall be allowed 7 (Seven) days' time from the date of publishing tender for raising queries, if any. No queries will be entertained after the aforementioned period is over.
12. Bidders are requested to note that they must submit their technical and financial bids in the format provided in the ATC and no other format is acceptable. The break-up of the price bid has been given as a format. The same is to be downloaded and to be filled by all the bidders. If the Price bid format is found to be modified by the bidder, the bid will be rejected.
13. The Technical bids and financial bids (price bids) will be opened as per the timeline and date specified. All the statement, documents, certificates etc. uploaded by the bidders shall be downloaded and verified for technical evaluation.
14. The bidder by submitting the bid pursuant to this ATC document shall be deemed to have acknowledged that the bidder shall be bound to compensate AAI for the time, cost and effort involved in the processing of bid in the happening of the following events/conditions post uploading of the bid on the GeM portal:

- a. If bidder engages in any of the Prohibited Practices specified in this tender.
- b. If bidder withdraws his bid during the period of its validity as specified in this bid and as extended by AAI from time to time;
- c. If the bidder withdraws the bid (offer) during the interval between the Bid Due Date and expiry of the Bid Validity Period;
- d. If there is concealment of facts by the bidder or the successful bidder fails to accept the Letter of Acceptance in writing within the time specified in this document or any extension thereof granted by AAI.
- e. If the bidder imposes any condition after the bid due date affecting the original Tender.
- f. If any information furnished by the bidder is found to be false, fabricated or forged.

INTRODUCTION TO AAI

1. Background

- 1.1. Airports Authority of India (AAI) was constituted by an Act of Parliament and came into existence 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. Airports Authority of India ("Authority"), constituted as statutory body under Airports Authority of India Act, 1994 ("Act") and is a Category-I Mini-Ratna Public Sector Enterprise.

2. Functions of AAI

- 2.1. Design, Development, operation and Maintenance of international and Domestic airports and civil enclaves in India
- 2.2. Expansion and strengthening of operational areas, viz. Runways, Aprons, Taxiways etc.
- 2.3. Construction, Modification and Management of passenger terminals and other airports Facilities.
- 2.4. Development and Management of cargo terminals at international and domestic airports. (through its subsidiary- AAICLAS)
- 2.5. Provisions of passenger facilities and information system at the passenger terminals at airports.
- 2.6. Control and management of the Indian airspace extending beyond the territorial limits of the country as accepted by ICAO
- 2.7. Ensure Safety and efficiency of flights
- 2.8. Provision of visual aids.
- 2.9. Provision of Communication and Navigation aids, viz. ILS, DVOR, DME, Radar etc.

3. Source of Income and expenditure of AAI

3.1. Revenue

- 3.1.1. AAI's revenues are categorized into distinct segments namely Aeronautical, Non-aeronautical, Airport lease revenues, and other sources related to Allied services including Consultancy projects.
- 3.1.2. Aeronautical revenues primarily stem from Airport Navigation Service (ANS) charges, encompassing route navigation facilities charges and terminal navigational landing charges, Landing, Parking & Housing (LPH), User development fees (UDF) etc.
- 3.1.3. In contrast, Non-aeronautical revenues result from the commercial activities conducted at airports, such as retail, food and beverage services, car parking, other concessions and terminal and city-side premise rentals.

- 3.1.4. Furthermore, the lease revenues accrue from Delhi and Mumbai Airports. Additionally, AAI receives upfront fees and concession fees from Public-Private Partnership (PPP) airports, which make a substantial contribution to AAI's overall revenue stream.
- 3.1.5. Other Income such Interest, Dividend Received from JVC and subsidiaries etc. are also accrued to AAI

3.2. Expenditure

3.2.1. Major Expenditure Listed below: -

- Manpower cost
- Construction of Airports, Terminal Buildings, Runways, Taxi Track etc.
- Procurement of Plant & Machinery, Equipment, Furniture, Vehicles, Spares, Software, Computers etc.
- Works Contract including AMC & Capital Expenditure
- Hiring of Vehicles
- Legal Services
- Money Exchange
- Professional Services
- Telecommunications Services
- Expenditure on CSR activities
- Import of Foreign Services
- Services provided by Government Agencies like Meteorological Department.

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

SECTION-I
SCOPE OF WORK

AAI is seeking the services of a Professional Consultant for dealing with issues/ activities/compliance pertaining to Goods & Services Tax and Related services on Retainership basis. In this regard, the detailed scope of work is as follows:

1. Consultancy Service and Related Matters

a) Consultancy w.r.t GST/Service tax applicability/implications on all transactions undertaken or to be undertaken by AAI (Max Response Time- 3 working days from the date of query raised. In case of clarification required from AAI, if any, the same is to be intimated within 2 working days from date of raising that query);

b) Drafting of replies in response to audit queries raised in audit conducted by the various authorities/agencies, including but not limited to Internal Audit, CAG Audit, Tax Audit, Audits by GST Department (both State and Central). (Max Response Time- 2 working days)

c) Preparation of replies to questionnaires/suggestions/inputs sought by Government Departments such as MoCA, SCOPE, ASSOCHAM etc.in connection with GST;(Max Response Time- 1(one) working day)

d) Intimation and advising on recent amendments in GST Law and drafting of circulars/SOPs in respect of GST and related matters for implementation of the same in Accounting and Billing software of AAI. Also, providing Training & presentations to AAI officials in GST related matters (Minimum two in a year which can be extended upto 3);

e) Advising (inc. drafting and/or vetting) of clauses pertaining to GST to be incorporated in Tenders, MoUs, RFPs, Purchase/ Work orders, agreements to be entered into by AAI (Max Response Time- 3(three) working days);

f) Guidance/assistance related to e- way bill generation, e-invoicing, creation of sub users and other requirements w.r.t GST portal, raised from time to time;

g) To analyse/give advice on further course of action available w.r.t any appeal order/advance ruling order.

h) To draft/submit replies/represent on behalf of AAI in response to Inquiries/Investigation/Questionnaire/Notices/Letters/Queries/Show Cause Notices/Demand Notices or any other proceeding initiated by GST department/Service tax department/DGGI/any other authority as and when required (Response Time- Draft reply shall be submitted at least 2(two) working days before due date of filing of response to the Inquiry/Investigation etc);

i) To file for rectification, as and when required. (Response Time- Final Draft application shall be submitted at least 4 working days prior to the due date of submission).

2. Filing of GST Returns of Delhi (CHQ)

Includes end to end activities involved in filing of all GST returns of CHQ, Delhi (01 GSTIN) as follows:

a) Extracting data, i.e. General Ledger and GST register, from Accounting Software(SAP);

b) Analysing the data extracted to ensure:

- i. Input Tax Credit does not include ineligible ITC and lapsed ITC;
 - ii. Inward supply on which GST is payable under RCM is booked and reported correctly;
 - iii. GST-TDS has been deducted on inward supplies, wherever applicable;
 - iv. All taxable income is booked with GST, i.e. tax invoice has been raised, in AAI's accounts and reported correctly;
 - v. Correct classification of income and reversal under Rule 42 and 43, if needed;
 - vi. Correct place of supply, HSN/SAC, etc in respect of the taxable income to be reported;
- c) Monthly invoice-wise reconciliation of Input Tax Credit as per books with GSTR-2B and GST-TDS receivable as per books with TDS Receivable data reflecting on GST portal;
- 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) Monthly Reconciliation of Outward supplies appearing on E-invoice portal and books;
- f) Replying to intimations/notices in connection with filing of GST returns within the prescribed time limit;
- g) Review of Accounting and Billing system used at AAI in order to ensure that the same are GST compliant along with advice on format of reports to be generated from Accounting software.eg: HSN/SAC used by AAI, Place of Supply, Time of supply, etc.

Note:

- Response Time** i) For monthly returns, the queries/clarifications required, if any, must be forwarded within 2(two) days of provision of base data by AAI;
- ii) Final data must be shared at least 3(three) days prior to the due date of filing of returns;
- iii) In case of Annual return, the final draft must be submitted at least 15(fifteen) working days prior to the due date of filing of Annual Return.

3. Refunds

- a) To pursue with GST/Service tax department w.r.t refunds including existing refunds and carrying out necessary correspondence/letter/application/personal visits to department on regular basis in this regard;
- b) To verify the calculations of refund due as per request made by various departments/stations of AAI w.r.t Service tax (Centralised Registration) and GST (CHQ, Delhi). Consultant shall also forward copy of all letters/applications submitted to GST/Service tax department;

4.Appeals before Appellate Authority of GST/ Commissioner(Appeals), Service Tax

- a) To prepare and file appeals before the Appellate Authority of GST (Delhi CHQ GSTIN) /Commissioner(Appeals) (Service Tax), whenever necessary, and contesting the same (including drafting & submission of replies in connection with appeal proceeding etc.) on behalf of the AAI **Response Time- Final Draft application shall be submitted at least 4 working days prior to the due date of submission**);
- b) To represent AAI / attend hearing proceedings/update AAI after each hearing / to do any other work incidental and necessary for appeal proceedings before Appellate Authority of

GST/Commissioner(Appeals) (Service Tax) and taking further action that may be necessary for expeditious disposal of pending matters of the previous years;

c) Appeals filed by AAI or initiated against AAI during contractual period will be handled by the appointed Tax Consultant even after the expiry of contracted tenure and ongoing appeal proceedings will be continued to be handled by previous appointed tax consultant;

d) To assist the appointed Advocate/Representative in appeal matters before CESTAT / Appellate Authority of GST/ High Court / Supreme Court for preparation of replies in connection with the appeal proceedings;

e) To get the appeal order from GST/Service tax Department;

f) Scrutiny of appeal order and filing of rectification application under GST Act,2017, if needed;

5. Advance Rulings

a) To advise AAI for filing of Advance Ruling, as and when required;

b) To draft, prepare supporting documents, file and attend hearings on behalf of AAI before Authority for Advance Ruling (AAR) for Head Office, Delhi CHQ GSTIN;

c) Advance Rulings filed by AAI during contractual period will be handled by the appointed Tax Consultant even after the expiry of contracted tenure and ongoing Advance Rulings will be continued to be handled by previous appointed tax consultant.

Note:

A. The above mentioned scope of work is only indicative and not exhaustive. Scope of work shall include providing professional assistance for all the activities /matters related to GST/Service tax.

B. At least 1(one) senior qualified CA/CMA to be associated with work of AAI must have experience in SAP based environment and will be required to the Head office (along with Laptop) at least once in a fortnight to carry out the above referred scope of work.

C. AAI reserves the right to assign all or any of the scope of work to any of the technically qualified bidders

Section-II

Volume-I Technical Bid

Eligibility Criteria:

SR. NO.	(A) ELIGIBILITY CRITERIA	Maximum Marks	DOCUMENTS TO BE SUBMITTED
1)	<p><u>Legal Status of the Bidder</u></p> <p><u>a) Criteria:</u></p> <p>The Bidder shall be a Firm/LLP of Chartered Accountants(CAs)/Cost and Management Accountants(CMAs) registered in India having minimum experience of 10 (ten) years in GST/Service Tax as on 31.03.2024.</p> <p><u>b) Marking:</u></p> <p>i. Minimum marks for the aforesaid criteria are 15(fifteen).</p> <p>ii. For each additional full/complete year of experience as a Partnership Firm/LLP of Chartered Accountants(CAs)/Cost and Management Accountants(CMAs) registered in India having experience in GST/Service tax, additional 1(one) mark will be awarded subject to maximum of total 20(twenty) marks.</p>	20	<p>I) Copy of Constitution Certificate issued by Institute of Chartered Accountants of India(ICAI)/ Institute of Cost Accountants of India(ICMAI) to Partnership Firm /LLP as on 31.03.2024.</p> <p>II) A Summary list containing following information w.r.t total experience in GST/Service tax must be submitted: -</p> <ul style="list-style-type: none">• Name of client• Date of Award Letter• Period of assignment/Execution• Nature of assignment executed• Classification of Client i.e. whether Pvt. Ltd. company, Listed company, State/Central PSE, etc.• Total Turnover (in crore) of client for the year in which assignment executed• Classification of nature of tax handled (i.e. GST/Service Tax) <p>III) Following documents must also be submitted in support of experience mentioned in above list:</p> <ul style="list-style-type: none">• Copy of award letter,• Copy of Experience/Completion certificate issued by Client on its Letterhead clearly mentioning the period of engagement and nature of assignment executed and• Copy of Form 16A issued by clients in support of bidder's each year experience (except Government organization/ Government Departments/State PSE or Central PSE)
2)	<p><u>Financial Parameters</u></p> <p><u>a) Criteria:</u></p> <p>The bidder must have minimum Gross receipt/total turnover of Rs.2 Crore or more during any one of the preceding 5(five)</p>	15	<p>Following documents for financial year in which Gross receipt/total turnover is Rs.2 Crore or more during the preceding 5(five) financial years from FY 2018-19 to FY 2022-23:</p> <p>I) Audited Balance Sheet & Statement of Profit and Loss (along with schedules/ notes)</p>

<p>financial years from FY 2018-19 to FY 2022-23.</p> <p>b) Marking</p> <p>i. Minimum marks for the aforesaid criteria are 10(ten).</p> <p>ii. For each additional Rs.1 (one) crore Gross receipt/total turnover, one (01) additional mark will be awarded subject to maximum of total 15(fifteen) marks.</p>	<p>in which criteria for Gross receipt/total turnover of Rs.2 crore or more is met.</p> <p>II) Income Tax Return Acknowledgement and its computation for the above referred year in point (I)</p>
<p>3) <u>Assignment in GST & Service Tax and related services</u></p> <p>a) Criteria:</p> <p>i. The bidder must have minimum 05 (five) years of experience in GST / Service Tax related assignments;</p> <p>ii. The assignment undertaken must be in any of the following organizations having total turnover of Rs.500 crores or more in every year of assignment:</p> <ul style="list-style-type: none"> • Government Organization • Government Department • State PSE or Central PSE <p>iii. The requisite experience must pertain to last 10 years i.e. the period starting from 01.04.2014 to 31.03.2024.</p> <p>b) Marking</p> <p>i. Minimum marks for the aforesaid criteria are 15(fifteen).</p> <p>ii. For every additional year of experience in GST/Service Tax related assignments in a Government Organization/ Government Department/State PSE/Central PSE having total turnover of Rs.500 crores or more during the year of assignment (during the period 01.04.2014 to 31.03.2024), additional 1(one) mark will be awarded subject to a maximum of total 20(twenty) marks.</p> <p>Note: <u>In case of any coinciding year of experience in different assignments, every different assignment of the overlapping</u></p>	<p>20</p> <p>I) A Summary list containing following information w.r.t total experience in GST/Service Tax must be submitted: -</p> <ul style="list-style-type: none"> • Name of client • Date of Award Letter • Period of assignment/Execution • Nature of assignment executed • Classification of Client i.e. Government Organization/ Government Department/State PSE/Central PSE • Total Turnover (in crore) of client for the year in which assignment executed • Classification of nature of tax handled (i.e. GST/Service Tax) <p>II) Following documents must also be submitted in support of experience mentioned above: -</p> <p>a) Copy of award letter,</p> <p>b) Copy of Experience/Completion certificate issued by Client on its letterhead clearly mentioning the following:</p> <ul style="list-style-type: none"> • period of engagement (i.e. from start date of engagement to last date of engagement) and • nature of services provided <p>c) Audited Balance Sheet & Statement of P&L (along with schedules/ notes) of Government Organization/ Government Department/ State PSE/Central PSE clearly indicating the total turnover for the year of assignment of client mentioned at Point-I above.</p> <p>Note: - In case the experience pertains to the ongoing financial year i.e. 01.04.2023 to</p>

<p><u>year will be considered as an additional year of experience.</u></p> <p><u>Eg: If in FY 2018-19, the bidder has completed assignments in 2 different organizations fulfilling the aforesaid criteria, the same will be treated as 2(two) years of experience and not 1(one).</u></p>		<p>31.03.2024, Audited Balance sheet and statement of Profit and Loss for the financial year 2022-23 shall be submitted.</p>
<p><u>Full Time Qualified CA's/CMA's Experience</u></p> <p><u>a) Criteria</u></p> <p>i. The Bidder must have minimum 10 (Ten) full time qualified CAs/CMAs,</p> <p>ii. Out of the above qualified CAs/CMAs, minimum 3 (Three) must be working as a partner as on 31.03.2024 and</p> <p>iii. Minimum 1 (one) partner must have at least 7(seven) years' post qualification experience in GST/Service tax.</p> <p>iv. Out of remaining full time qualified CAs/CMAs (including partners), minimum 2 (two) qualified CAs/CMAs must have at least 3(three) years' post qualification experience in GST/Service tax.</p> <p><u>b) Marking</u></p> <p>i. Minimum marks for the aforesaid criteria are ten (10).</p> <p>ii. For each additional full time qualified CA/CMA (including Partner) having 03(three) years or more of post-qualification experience in GST/Service tax, additional 1(one) mark will be awarded subject to a maximum of total 15(fifteen) marks.</p>	<p>4)</p> <p>15</p>	<p>I. List of full time qualified CAs/CMAs having relevant experience in GST/Service tax mentioning the following:</p> <p>a) Membership number; b) Classification as Partner or Paid Assistant; c) No. of years of post-qualification experience.</p> <p>II. Resume for every qualified CA/CMA fulfilling the minimum relevant experience. The resume shall provide brief of the experience related to GST/Service tax along with Client's name and period served duly certified by the authorized signatory.</p> <p>Note: a) Experience of full time qualified CA/CMA pertaining to other than the present firm shall be indicated separately.</p> <p>b) Post Qualification experience of both past and present firm will be considered while calculating the experience of full time qualified CA/CMA.</p>
<p><u>Experience of Appeal/Advance Ruling w.r.t GST/Service Tax</u></p> <p><u>a) Criteria</u></p> <ul style="list-style-type: none"> • The bidder must have obtained at least 1(one) favorable appeal/advance ruling order under GST/Service Tax, 	<p>5)</p> <p>20</p>	<p>I) A Summary list containing following information w.r.t appeal handled by bidder under income tax handled must be submitted:</p> <ul style="list-style-type: none"> • Name of Client • Date of Award Letter • Total Turnover (in crore) of client in the year of appeal order handled by the bidder is passed

<ul style="list-style-type: none"> • During the preceding financial years from FY 2017-18 to FY 2023-24, • For any organization having total turnover of Rs.500 crores or more in the year of order passed. <p>b) Marking</p> <p>i. Minimum marks for the aforesaid criteria will be 15 (fifteen).</p> <p>ii. For each additional favorable appeal/advance ruling order under GST/Service Tax during the preceding financial years starting from FY 2017-18 to FY 2023-24 for any organization having total turnover of Rs.500 crores or more in the year of order, additional one (1) mark will be awarded subject to a maximum of total 20 (twenty) marks.</p> <p>Note: -</p> <p>(a) With respect to appeals under GST, order passed by Appellate Authority(GST) will be acceptable;</p> <p>(b) With respect to appeals under Service tax, order passed by Commissioner(Appeals) or above appellate authority will be acceptable;</p> <p>(c) Advance Ruling order passed by Authority for Advance Rulings(AAR) or above appellate authority will be acceptable.</p> <p>(d) Where single appeal/advance ruling order is passed on multiple grounds/questions respectively, same will be considered as “favorable” order where at least one ground/claim/question related to GST/Service tax is allowed to the client.</p>	<ul style="list-style-type: none"> • Financial year and Date of appeal order handled by bidder is passed • Nature of Appeal Order (Commissioner(Appeals) Service Tax, CESTAT, Appellate Authority of GST/ High Court, AAR, AAAR etc.) <p>II)Copy of award letter issued by the concerned organization;</p> <p>III)Copy of relevant final favorable appeal/advance ruling order. In case the same is not allowed to be shared by client due to confidentiality clause, a certificate from the respective clients on their letterhead clearly mentioning the following: (a) FY for which the appeal proceeding of the client was handled by the bidder; (b) Authority before which the said appeal was contested; (c) Date of appeal order.</p> <p>III)Audited Balance Sheet & statement of P&L (along with schedules/ notes) clearly indicating the total turnover of Rs.500 crores or more in the year in which order is passed.</p> <p>Note:- In case, experience pertains to the ongoing financial year i.e. 01.04.2023 to 31.03.2024, Audited Balance sheet and Statement of Profit and Loss for the financial year 2022-23 shall be submitted.</p>
<p>6) SAP Experience</p> <p>a) Criteria</p> <p>The bidder must have at least 3(three) years of experience during the preceding 8(eight) financial years starting from</p>	<p>10</p> <p>List of the entity along with the certificate from the respective company (client) on its letterhead clearly mentioning the period of experience in which bidder worked in their SAP based accounting environment.</p>

	<p>01.04.2016 to 31.03.2024 in SAP accounting environment.</p> <p><u>b) Marking</u></p> <p>i. Minimum marks for the aforesaid criteria will be 5 (five).</p> <p>ii. For each additional year of experience in SAP accounting environment, additional one (1) mark will be awarded subject to a maximum of total 10(ten) marks.</p>		
	Total marks	100	
SR NO.	(B) Other Eligibility Criteria		
1)	The Bidder shall have registered office or Branch office in Delhi/NCR.		Proper documentary evidence.
2)	The bidder shall submit self-declaration in the covering letter stating that the bidder has not been blacklisted/debarred by any Government department/agency / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.		Self-declaration in the Format –II on the letterhead of the bidder
3)	Letter of Unconditional acceptance of the offer as per Format-III.		As per Format-III on the letterhead of the bidder
4)	Copy of power of attorney authorizing the officer to sign the bid documents.		As per Format-V

Note: -

- 1)The eligibility based on which the Partnership Firm/LLP initially qualifies is required to be maintained by the firm throughout the contract period, failing which the contract shall be terminated.
- 2)For qualifying Technical Evaluation, a bidder has to meet minimum specified eligibility criteria in all parameters mentioned in Section II – Volume –I- Technical Bid.
- 3) During evaluation of the bids, AAI may at its discretion ask the bidders for clarification of their bids, if required.
- 4) Documentary evidence to be submitted by the bidder against each of eligibility criteria shall be duly self-attested.

- 5) The Scanned copy of PAN and GSTIN of the Firm is also required to be submitted along with the technical bid document. However, the same will be treated as supporting documents and will not be considered in the evaluation process.
- 6) All formats need to be signed by authorized signatory(s).
- 7) Copy of Power of Attorney authorizing the officer to sign the bid documents and also accept the Letter of Award (LOA) must also be provided.

Volume-II Financial Bid Evaluation

Price Bids shall be opened only for technically qualified bidders

1. Financial bid of bidders who qualify the technical bid shall only be opened.
2. Price shall be quoted in the given Format (i.e. Format-IV) on GEM Portal only and shall be submitted as per GeM provisions.
3. While quoting the price, the bidder shall consider all expenses. No separate claim shall be entertained other than the quoted price on account of Scope of Work provided in the tender.
4. Rate quoted shall be firm & shall not be quoted with any price variation clause.
5. The lowest quote will be decided on the basis of the rate quoted for the contract as a whole.
6. The bidder shall quote the price in Indian rupees as per Price Bid format (Format-IV).
7. The price bid submitted through GEM only will be taken up for the purpose for evaluation and no hard copy shall be submitted for reference purpose.
8. It shall be deemed that the bidders submitting price bid have read and understood all the conditions/clauses and scope of work and shall abide by them.
9. Not more than one Bid shall be submitted by a bidder or by a firm of bidders. Not more than one concerns in which an individual is interested, as Partner shall bid for the execution of the same works. If they do so, all such Bids shall be liable to be rejected.
10. The price shall be firm and inclusive of all applicable taxes & duties **except** GST. GST is required to be quoted separately in the price bid. In case of non-quoting of GST separately in the price bid, GST will be deemed to have been included in the price quoted. Thus, additional claim on account of GST shall not be entertained at any cost.
11. Any statutory fee paid by the bidder with the concerned Govt. authorities on behalf of AAI shall be reimbursed on actual basis on the submission of documentary evidence.
12. Financial bid is required to be quoted in three parts mentioned below as per Format IV: -
 - a) Lump sum charges per annum for Retainer ship fees (all the services mentioned in the scope of work from para no. 1 to 3)
 - b) Lump sum charges per Final Appeal order (services mentioned in the scope of work at para no.4)
 - c) Lump sum charges per Final Advance Ruling order (AAR) (services mentioned in the scope of work at para no. 5)

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF ENGAGEMENT

The Period of engagement of Consultant shall be for a period of 24 months (i.e. 2 years) from the date of acceptance of award of consultancy.

However, the performance shall be reviewed after completion of 12(twelve) months of contract. It is important to note that the contract shall be continued beyond 12 months' subject to satisfactory performance.

Extension of contract beyond 24 months may be done as per GEM terms & condition on approval of Competent Authority.

2. PAYMENT TERMS

i. No Advance Fee shall be paid by AAI.

ii. Payment shall be made as below: -

A. Retainer ship Basis: -

The payment shall be released as per the below mentioned milestones: -

- 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 70% of total amount p.a.
- Balance 30% payment will be released after 3 months of the expiry of 4th quarter.

Note:

Penalty for Non-Compliance of Response Time:

a) If there is any default in compliance of the response time for any of the work mentioned in the Scope of Work-1 to 3, Section-I, penalty of 0.1% of the annual awarded contract value for Retainer ship will be levied for every default in compliance of the max. response time.

b) However, the total penalty (in a year) for the default in compliance of response time will not exceed 5% of the annual awarded contract value for retainer ship.

B. Appeal Fees

The payment related to Appeals shall be released after the receipt of Final order.

Penalty for Non-Compliance of Response Time:

If there is any default in compliance of the response time for any of the work mentioned in the Scope of Work- 4, Section-I, penalty of 0.1% of respective bill raised for said work shall be levied for every default in compliance of the max. response time, subject to total penalty upto 5% per bill of said work.

C. Advance Ruling Fees: -

The payment related to Advance Ruling shall be released after the receipt of Final order.

- D. The aforesaid penalty will be deducted from the bill of the respective quarter/appeal.
- E. The aforesaid penalty may be condoned with the approval of the competent Authority in case of reasonable reason for delay.
- F. All payments shall be subject to recoveries towards statutory deductions.
- G. The payment will be made by electronic transfer.
- H. Payment shall be made within 45 days from receipt of Invoice subject to submission of all documents required as per payment terms.
- I. Bidder shall ensure all compliances before submission of Invoices.

3. SECURITY DEPOSIT

The Successful bidder shall pay the 5% of the contract value towards security deposit. No interest will be paid by AAI on the SD amount.

The SD amount is to be deposited within 15 days of issuance of award letter or else it will be recovered against first bill. The AAI bank account details are provided at S. No. 5 on page 4 of the ATC.

The SD amount so recovered or deposited will be released after 30 days from the successful completion of the contract.

4. EARNEST MONEY DEPOSIT/BID SECURITY

The Bidder shall submit the Earnest Money Deposit (EMD) amounting to Rs. 60,000/- (Rupees Sixty Thousand Only) in the form of a RTGS/NEFT in favor of "Airports Authority of India". The AAI bank account details are provided at S.No. 5 on page 4 of the ATC.

Firms exempted to pay EMD as per GOI Rule, are required to submit the certificate issued by the concerned department (like -MSME, NSIC etc.)

EMD of the all the bidders shall be returned within 15 days of award of Contract to successful Bidder.

Airports Authority of India shall not be liable to pay any bank charges, commission or Interest on the amount of EMD furnished.

5. STANDARD OF PERFORMANCE

The bidder shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices. The bidder shall always act, in respect of any matter relating to this Contract or to the

services, as faithful adviser to AAI, and shall at all times support and safeguard AAI's legitimate interest in any dealings with Government departments, third parties etc.

6. Micro and Small Enterprises (MSEs)

a) Following categories of Sellers shall however, be exempted from furnishing EMD:

Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are provider of the service and give specific confirmation to this effect at the time of bid submission and claim EMD exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME and also through supporting documents uploaded during bidding process and validated by the bidder. However, for award of work, it is intimated that the splitting of the scope of work is not permitted.

b) Also, AAI has registered itself as a buyer under TReDS, hence, MSME vendors themselves may register with any one of the RBI approved TReDS service providers to avail the benefits of TReDS, a Govt. of India initiative.

Section-IV

GENERAL TERMS AND CONDITIONS

1. Submission of Tender

(a) The following documents shall be **submitted in original (i.e. physically) by the successful bidder:**

- i. Power of Attorney executed on stamp paper in the name of the person signing on behalf of the Bidder shall be furnished as per Format V and
- ii. Unconditional Acceptance Letter as per Format III.

(b) The aforesaid documents must reach Airports Authority of India at the below mentioned correspondence address **before the award letter is issued to the successful bidder:**

Deputy General Manager (F&A)
Corporate Taxation Cell
Airports Authority of India
Room No.218, A Block,
Rajiv Gandhi Bhawan,
Safdarjung Airport
New Delhi-110003

(c) **All bidders shall submit the following along with details of EMD on GeM portal:**

- i. Covering Letter as specified in Format I along with all supporting documents;
- ii. Undertaking that the bidder is not debarred or blacklisted in Format II;
- iii. Unconditional Acceptance Letter as specified in Format III;
- iv. Power of Attorney executed on stamp paper in the name of the person signing on behalf of the Bidder shall be furnished along with the offer as per Format V;

2. OPENING OF TENDER

- a) The technical bid shall be opened on 24.06.2024 at 1530 hours as per GEM provisions.
- b) The Financial bid shall be opened after completion of Technical Evaluation.
- c) AAI reserves the right to extend the date of receiving/opening of the bids.
- d) AAI reserves the right to call for any other details or information from any of the bidder(s).

3. CLARIFICATIONS ON BID DOCUMENTS

- a) 7 (seven) days' time from the date of publishing of Tender shall be given to bidders for raising of queries. No queries shall be entertained after the aforementioned period is over.
- b) Clarifications and other documents, if and when issued by AAI shall be in relation to the tender and hence shall be treated as their extension.
- c) The reply of the query raised by bidders shall be provided within 3 working days of the query raised.
- d) AAI makes no representation or warranty as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.
- e) In order to provide reasonable time to bidders to take the amendments into account for preparing their bids, AAI may in its discretion extend the deadline for the submission of bids suitably.
- f) Document w.r.t. shortfall/clarification if called by AAI needs to be submitted within 2 working days.

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

4. AMENDMENT OF BID DOCUMENT

At any time prior to scheduled date of submission of bids, AAI if it deems appropriate to revise any part of this ATC or to issue additional data to clarify and interpretation of provisions of this ATC, AAI may issue addendum /corrigendum to the bidder. Any such addendum/corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum/corrigendum will be notified through GeM Portal.

5. SELECTION CRITERIA

Bidder will be selected through Open bid by adopting QCBS (Quality cum Cost Based Selection) methodology. Proposals of bidders will be evaluated as per eligibility criteria.

Evaluation of technical proposals will be as follow:

Bid Evaluation and QCBS Selection Criteria (Methodology):

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

Criteria	Maximum Marks (weightage)	Method of allotting marks for Combined Score
Technical	70	Actual marks scored by the bidder on the basis of extent of fulfilling eligibility criteria.

Financial	30	The bidder with the lowest quote will be awarded 30 marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 30 marks. A bidder quoting Rs.100/- will get $(60/100) \times 30 = 18$ marks.
Total	100	

On the basis of combined score, rank will be assigned to the bidders i.e. Rank I to the bidder with highest score, Rank II to the bidder with the second highest score and so on.

Note: -

In case of a tie, preference will be given to the bidder with higher financial score i.e. having quoted the lower fee. In case of a tie in financial as well as technical score, the AAI can award the assignment to any one of the bidders at its sole discretion.

6. REJECTION OF BID

- a) AAI reserves the right to reject the conditional or incomplete offer.
- b) AAI also reserves the right to accept or reject all Bids without assigning any reason thereof 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.

7. WORK NOT TO BE SUB-LET

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

8. 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.

9. CONFLICT OF INTEREST

The bidder shall not receive any remuneration in connection with the assignment except as provided in the contract. The Consultant and its affiliates shall not engage in consulting activities that conflict with the interest of AAI under the contract. The consultant shall provide professional, objective and impartial advice and at all times hold AAI's interest paramount.

10. INDEMNITY

The successful bidder shall indemnify, defend and hold and keep indemnified, the AAI from and against all actions, suits, claims costs, liabilities and demands brought or made against the AAI in respect of any matter or thing done or omitted to be done by the successful bidder or their employees/representatives in the execution of or in

connection with the work or the bidder's performance under any assignment as per the scope of work and against any loss or damage to the AAI in consequence of any action or suit being brought against the successful bidder or their employees/representatives for anything done or omitted to be done in execution of any assignment as per the scope of work. The obligations of the successful bidder under this clause shall survive the termination or expiry of this Contract.

11. TERMINATION OF SERVICES

The Consultancy award 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.

12. 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 subject to a written appeal by the bidder 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 in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time. Further, fee payable to the Arbitrator shall be as per Schedule-IV of the Arbitration and Conciliation Act, 1996, and shall be borne equally by both the parties.

13. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
14. 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.
15. AAI is authorized to make statutory deductions as applicable from the amount(s) payable to the Bidder as per the Letter of Award.
16. All the above terms & conditions, scope of work and guidelines as mentioned in **Section-I to Section-IV** of the ATC shall form part & parcel of bid and would be treated as terms and conditions of the contract.

17. PENALTY CLAUSE

A. Before opening of Financial Bid:

If any bidder withdraws its bid before opening of Financial Bid, EMD of the bidder shall be forfeited.

B. After opening of Financial Bid:

If any bidder withdraws its bid after Financial bid, EMD amount shall be forfeited and the bidder shall be debarred for further participation in AAI tender.

C. After award of work:

If the qualified bidder withdraws its bid after award of Tender, EMD shall be forfeited by AAI and the bidder shall be debarred for further participation in AAI tender.

D. In case of fake documents submission/Concealment of facts by bidder:

Same shall be rejected immediately and he shall be debarred for further participation in AAI tender.

SECTION V

Format-I
(To be uploaded online)

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

Date:

To

Deputy General Manger(F&A)
Airports Authority of India
Room no 218, 2nd floor,
A Block, Rajiv Gandhi Bhawan
New Delhi-11003

Sir

Sub: E -Tender for Engagement of Professional Consultant for Goods & Services Tax(GST) And Related Services

E-TENDER NO. AAI/TAXCELL/GST/CONSULTANT /2024-25 (GeM Bid no.....)

Being duly authorized to represent and act on behalf of
(Hereinafter referred to as “the Bidder”) and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation

S.R. No.	Particulars	Page no. of documents
(i)	Scanned copy of Requisite documents duly signed by authorized signatory as per criteria No.1	
(ii)	Scanned copy of Requisite documents duly signed by authorized signatory as per criteria No.2	
(iii)	Scanned copy of Requisite documents duly signed by authorized signatory as per criteria No.3	
(iv)	Scanned copy of Requisite documents duly signed by authorized signatory as per criteria No.4	
(v)	Scanned copy of Requisite documents duly signed by authorized signatory as per criteria No.5	
(vi)	Scanned copy of Requisite documents duly signed by authorized signatory as per criteria No.6	

(vii)	Scanned copy of a Proper documentary evidence of having registered office or Branch office in Delhi/NCR duly signed by authorized signatory	
(viii)	Scanned copy of following filed formats duly signed by authorized signatory : a) Undertaking regarding Blacklisting / Debarment on Bidder Letter Head. (Format-II) b) Unconditional Acceptance of AAI's tender conditions (Format-III). c) Power of Attorney (Format-V)	
(ix)	Scanned copy PAN and GSTIN of the Firm/LLP.	
(x)	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	
(xi)	Scanned copy of documentary proof of payment towards Earnest Money deposit (EMD) (in case exemption from payment of EMD is claimed, certificate of MSME & NSIC Certificate shall be submitted).	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

Signature of the Authorized Signatory:

Designation of the Authorized Signatory: _____

Name of the bidder :

Address of Place of Business: _____

Round Company Seal :

Format-II

(To be uploaded online)

UNDERTAKING REGARDING DEBARMENT/BLACKLISTING
(ON THE LETTER HEAD OF THE BIDDER)

Name of Work:
(Tender ID No./ GeM Bid No.....)

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

- i. Our firm is not restrained/debarred/blacklisted by AAI or MoCA/DOE/MoF/ Central/State Govt. Depts./PSUs/World Bank/ADB/DGFT etc. and the restraintment/debarment/blacklisting is not in force as on date of submission of bid.
- ii. None of Partners of M/s (Name of firm) has remained Partner/Board Member/Managing Director in any firm which stands restrained/debarred/blacklisted by AAI or MoCA/DOE/MoF/ Central/State Govt. Depts./PSUs/World Bank/ADB/DGFT etc. and the restraintment/debarment/blacklisting is not in force as on the date of submission of bid.
- iii. Our firm or its partners have not been Debarred/blacklisted by CBI or AAI or Undertakings/Departments like Railway, Defence, or any other Department of Govt, of India, State Govt. Deptt. or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund etc. as on the date of submission of bid.
- iv. Our firm understands that at any stage, if above statements are found to be false, our firm shall be liable for debarment from bidding in AAI, apart from any other appropriate contractual legal action including debarment/blacklisting, termination of the contract etc. as deemed fit.
- v. Our firm understands that if our firm is either debarred before the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) or debarred before the date of contract by AAI/ MoCA/ DoE (Debarment applicable for all Ministries/ Departments), our bid is liable to be rejected at that stage.

Date:

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

Place:

Round Company Seal

Format-III
(To be uploaded online)

(In case of successful bidder, the original copy(physical) must reach Airports Authority of India at the Correspondence address before the issue of award letter as per General Terms & Conditions)

UNCONDITIONAL ACCEPTANCE LETTER

(ON THE LETTER HEAD OF THE BIDDER)

To

The Deputy General Manager (Finance)
Airports Authority of India,
Room no 218, 2nd Floor,
A-Block, Rajiv Gandhi Bhawan,
New Delhi-110003

Sir,

ACCEPTANCE OF AAI'S ADDITIONAL TERMS & CONDITIONS

1. The bid documents Additional terms and conditions (ATC) uploaded on GeM Portal for the work **“E –Tender for Engagement of Professional Consultant for Goods and Service Tax(GST) and Related Services”** have been issued to me/us by Airports Authority of India and I/we hereby certify that I/we have read the entire terms and conditions of the bid/ATC documents which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.
2. I/We hereby unconditionally accept ATC conditions of AAI's bid documents in its entirety for the above work.
3. The contents of the Bid/ATC Documents have been noted wherein it is clarified and it is accepted that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remark(s)/conditions(s) (except unconditional rebate on quoted rates if any) in/ along with the Bid Document and the same has been followed in the present case. In case, this provisions of the bid if found violated after opening of bid, I/We agree that the bid shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to suspend the agency for one year and shall not be eligible to bid AAI tenders from date of issue of suspension order.
4. **'That, I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I will immediately report it to the Appropriate Authority in AAI'**

Yours Sincerely,

Date:

(Signature of the Authorised Signatory)

(Name of the Authorised Signatory of the Firm)

Seal of the Authorised Signatory of the Firm

Round Company Seal

Format-IV**FINANCIAL BID**

(To be submitted online on GeM Portal)

ITEM RATE BOQ**(For reference only – Excel File to be uploaded on GeM)**

		Amount in INR (in figure as well as in words)		
Scope of Work		Professional Fee (Without GST) (in figure)	GST on Professional Fee (in figure)	Total Professional Fee with GST (in figure)
1. For all the services mentioned in the scope of work from para no. 1 to 3-Retainership	Lump sum charges per annum <u>(in figure)</u>			
Amount(in words)				
2. For all the services mentioned in para no. 4 of the scope of work -Appeals*	Lump sum charges per appeal <u>(in figure)</u>			
Amount(in words)				
3. For all the services mentioned in para no. 5 of the scope of work -Advance Ruling*	Lump sum charges per Advance Ruling <u>(in figure)</u>			
Amount(in words)				
Total (in INR)(in figure)				
Total (in words)				

* The number of appeals/advance rulings may exceed 1(one).

Instruction to fill Financial bid

(a) Price shall be quoted in INR only in GeM Portal.

(b) Price will be valid for entire contract period.

(c) Price shall be as per the guidelines of GeM.

(d) Prices shall be mentioned strictly as per the format.

(e) Prices shall be inclusive of all taxes & duties but excluding GST.

(f) Price bid should not be overwritten.

(g) GST shall be paid to the bidder for any taxable supply of services against a valid GST tax invoice. In case of non-compliance of GST provisions and blockage of any input tax credit, the bidder shall be responsible for the same and shall indemnify AAI for the loss, if any, suffered by AAI.

(h) If there is a discrepancy between words and figures, the figures written in words shall prevail.

FORMAT-V

FORMAT FOR POWER OF ATTORNEY

(Bidder shall submit irrevocable power of attorney on a non-judicial stamp paper of Rs.100/- signed by authorized signatory authorizing the persons, who are signing this bid on behalf of the Partnership firm/ LLP. In case of successful bidder, the original copy must reach Airports Authority of India (Correspondence address) before the issue of award letter as per General Terms & Conditions).

FORMAT OF POWER OF ATTORNEY (in original)

In favour of signatory/s to the Tender, duly authenticated by Notary Public

BY THIS POWER OF ATTORNEY executed on we -----
--- a Partnership firm/ LLP incorporated onhaving its Registered Office at _____(hereinafter referred to as the “firm”) do hereby severally appoint, constitute and nominate _____, official(s) of the Firm, so long as they are in the employment of the firm (hereinafter referred to as the “Attorneys”) to sign agreement and documents with regard to GeM Bid No. _____ due on..... invited by Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi – 110 003 for **“E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GOODS & SERVICES TAX(GST) AND RELATED SERVICES”** and to do all other acts, deeds and things the said Attorneys may consider expedient to enforce and secure fulfilment of any such agreement in the name and on behalf of the Firm.

AND THE Firm hereby agrees to ratify and confirm all acts, deeds and things the said Attorneys shall lawfully do by virtue of these authorities hereby conferred.

IN WITNESS WHEREOF, this deed has been signed and delivered on the day, month and year first above written by Mr. Authorized Signatory, duly authorized by all the Partners of Firm in this regard.

For _____
(_____)

Authorized Signatory
Name: _____
Designation: _____

Witness:
1.
2.

Attorney Signature of Mr. _____

Attorney Signature of Mr. _____