



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5310593
Dated/दिनांक : 22-08-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	05-09-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	05-09-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Civil Aviation
Department Name/विभाग का नाम	Airports Authority Of India (aai)
Organisation Name/संगठन का नाम	Airports Authority Of India
Office Name/कार्यालय का नाम	North East Region
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; TDS TCS FORMS FILLING AND GENERATION OF FORM NO 16 AND 16A FOR SEVEN QUARTERS
Contract Period/अनुबंध अवधि	1 Year(s) 9 Month(s) 3 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	10 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	2 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	251517
Payment Timelines	Payments shall be made to the Seller within 15 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st

March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Bill of Quantity - [1724232358.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work to be uploaded by buyer:[1724323759.pdf](#)

Financial Advisory Services - Onsite; TDS TCS FORMS FILLING AND GENERATION OF FORM NO 16 AND 16A FOR SEVEN QUARTERS (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite

Specification	Values
Category of financial advisory service	TDS TCS FORMS FILLING AND GENERATION OF FORM NO 16 AND 16A FOR SEVEN QUARTERS
Sub-category of Financial Advisory Services	Filing TDS , TDS TCS FORMS FILLING AND GENERATION OF FORM NO 16 AND 16A FOR SEVEN QUARTERS
Financial Advisory Reports	Yes
Frequency of Progress Report	TDS TCS FORMS FILLING AND GENERATION OF FORM NO 16 AND 16A FOR SEVEN QUARTERS
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Master's in Business Finance (by ICAI)
Total Experience of Professionals / Resources (In years)	8 - 10 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Gautam Goswami	781015,O/o Regional Executive Director(NER); Airports Authority of India, Regional Head Quarter LGBI Airport, Borjhar	1	N/A
2	Dibyajyoti Pal	799009,O/o Airport Director Airports Authority of India Agartala Airport, West Tripura	1	N/A

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or

contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

4. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

5. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1) Item category read as **E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Guwahati Airport & Agartala Airport.**

2) Under Technical Specification, Certificate of Professional /Resources required: Master in Business Finance (by ICAI) is not required.

3) Service & Support: An office of the Service Provider must be located in Guwahati. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

7. Buyer Added Bid Specific ATC

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

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and

conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---



AIRPORTS AUTHORITY OF INDIA
Regional Headquarters, North Eastern Region, LGBI Airport
Guwahati, Phone: 0361-2840023

E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Guwahati Airport & Aqartala Airport.

E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024

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

Start Date & Time for Online Submission : As per GEM Bid

Last date & Time of Online Bid Submission: As per GEM Bid

Opening of Technical Bid : As per GEM Bid

AIRPORTS AUTHORITY OF INDIA
RHQ-NER, FINANCE DIRECTORATE
Income Tax-CELL

E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHO NER, Guwahati Airport & Agartala Airport.

IMPORTANT POINTS TO NOTE

E-TENDER DOCUMENT NO.	<u>E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024</u>
TENDER INVITED FOR	Form 24Q, 26Q & 27 EQ is required to be submitted every quarter <u>for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHO NER, Guwahati Airport & Agartala Airport.</u>
BID SECURITY / EMD	EMD is not applicable due to estimated cost less than 5 lakh (as per Gem portal norms)
VALIDITY OF THE TENDER	90 DAYS FROM THE DUE DATE FOR SUBMISSION OF TENDER
PUBLISHING OF TENDER DOCUMENTS ON AAI WEBSITE & GEM	As per GEM Bid
START DATE & TIME FOR ONLINE SUBMISSION OF BID	As per GEM Bid.
LAST DATE & TIME FOR ONLINE SUBMISSION OF BID	As per GEM Bid
TIME & DATE OF OPENING OF TECHNICAL BID	As per GEM Bid.
TIME & DATE OF OPENING OF PRICE BID	Will be intimated later on.
PLACE OF OPENING OF TECHNICAL BID	AIRPORTS AUTHORITY OF INDIA DEPTT. OF FINANCE & ACCOUNTS O/O GM, FINANCE, REGIONAL HEADQUARTERS, North Eastern Region, LGBI Airport, Guwahati- 781015,
Estimated Price of the Contract	Rs. 251517/- (Inclusive of GST)
FOR FURTHER DETAILS PLEASE VISIT	<u>GEM Portal</u>

AIRPORTS AUTHORITY OF INDIA
RHQ-NER, FINANCE DIRECTORATE
Income Tax-CELL

E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works for RHQ NER, Guwahati Airport & Agartala Airport.

E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024

NOTICE INVITING ONLINE TENDER

Online tenders through **GeM portal** are invited by Airports Authority of India for **FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Agartala Airport & Guwahati Airport.** on the basis of the evaluation with scope for extension for an additional period of up to 12 months with the approval of Competent Authority, with reasonable increase in rates subject to negotiations on satisfactory performance during the contracted period and at the AAI's discretion under two-cover system.

- 1.1 The tender document is made available through **GeM portal** and open for downloading free of cost from **22.08.2024 to 05.09.2024** at AAI official website www.aai.aero (for reference only) and Gem Portal at <https://gem.gov.in/>
- 1.2 The tender document consists of two volumes Volume I Technical Bid and Volume II Price Bid.
- 1.3 The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.
- 1.4 The offer (both Technical & Price) must be valid for a minimum of 90 days from the last date of online submission of offer; otherwise the offer shall be rejected as non-responsive.
- 1.5 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in **Section-ii Volume I Technical Bid** and bidders are advised to submit below mention documents to qualify for the award of the contract.
 - a) The bidder should submit self-declaration in the covering letter as mentioned in Format - I, stating that the bidder has not been blacklisted /debarred by any Government department/agency / falling under the denied entity list of Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.
 - b) All the documents required to meet the eligibility criteria, as per Format-III of Section- vi along with relevant documents in the Tender Document Technical Bid shall be uploaded through GeM portal after scanning in .pdf format. The Tenderer may submit either Notarized or Self attested copies of the documents. **The Tenderer has to produce the original documents for verification before issuing letter of award. Failure to produce the original documents will be treated as void/ non-responsive and is liable to get rejected. Then the offer will be given to L2 to match the price of L1 for getting the award.**
- 1.6 The prospective Tenderer shall submit queries, if any, through e-mail at subhashb@aai.aero with a copy to cnhazoary@aai.aero and dgmfin.ner2@AAI.AERO in connection with this tender well in advance, on or before **02.09.2024**. The bidders' queries will be clarified by mail.

- 1.7 The last date of online submission of offers will be as mentioned in **GEM Bid** unless otherwise notified. In the event of any changes in the schedules, the same shall be notify only through www.aai.aero and Gem Portal at <https://gem.gov.in/>.
- 1.8 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

AIRPORTS AUTHORITY OF INDIA
RHQ-NER, FINANCE DIRECTORATE

E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Guwahati Airport & Aqartala Airport.

GENERAL INFORMATION

ORGANISATION

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

SERVICES

AAI provides services of: -

- Control and management of Indian air space extending beyond the territorial limits of the country accepted by ICAO.
- Communication, Navigational and Surveillance aids
- Expansion and strengthening of operational areas
- Design, development, operation and maintenance of passenger terminals
- Development and management of cargo terminals at airports
- Passenger Facilities and information systems in the passenger terminal
- Consultancy work for upcoming airports in India and abroad.
- Calibration facility to IAF and other Airport operators in India and abroad

SOURCES OF REVENUE/INCOME

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

I. Traffic revenues are generated from: -

- RNFC fees collected for providing CNS & ATC services to aircraft over the Indian air space.
- Landing/Parking fees for providing landing and parking facilities to aircraft at Airports
- Passenger Service fees collected for providing passenger facilities in the terminal building

II. Non-Traffic Revenues are generated from: -

- Concessions Rents paid by shops, restaurants etc. inside and outside the Terminal Building
- Parking and Airport Access
- Car Rental Operations
- Lease of Land
- Advertising- Advertisements placed on airport walls
- Handling of cargo etc.

III. Apart from the above AAI also earns revenues from leasing out of Mumbai and Delhi Airports to private operators.

BILLING AND REALISATION PROCESS OF REVENUE

- **BILLING OF REVENUE**

While the bills for the above services provided for domestic flights are raised by the concerned Airports, the bills for the services provided to international flights are raised by IATA centrally.

- **REALIZATION OF REVENUE**

Realization of the bills so raised for domestic flights are received through e receipts by the concerned airports as well as at Corporate Head Quarter, Guwahati. The realizations 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 SAP module at the airports and CHQ for the respective billing and realization made by them.

MAJOR AREAS OF EXPENDITURE

1. Construction of Airports, Terminal Buildings, Runways, Taxi Track etc.
2. Procurement of Plant & Machinery, Equipment, Furniture, Vehicles, Spares, Software, Computers etc.
3. Works Contract including AMC & Capital Expenditure
4. Security Services provided by Government Agencies like CISF, State police etc.
5. Hiring of Manpower
6. Hiring of Vehicles
7. Legal Services
8. Transportation of Goods by Road/Air
9. Money Exchange
10. Professional Services
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 www.aai.aero for more information about AAI.

AIRPORTS AUTHORITY OF INDIA
RHQ-NER, FINANCE DIRECTORATE
TDS-CELL

E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Guwahati Airport & Agartala Airport.

E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024

SECTION I

SCOPE OF WORK

(As A Whole From RHQ-NER, Guwahati Airport & Agartala Airport Only)

1.Consultancy Service: -

- a) To examine any order /Notices/communication received from Income Tax Authorities or similar authorities and advice for further course of action.
- b) Assisting in drafting the reply to be submitted for various notices/summons received from Income Tax Authority/similar authorities.
- c) Highlight areas of potential non-compliances for immediate regulation.

2.Filing of E_TDS/TCS Return

Second Quarter (F.Y.2024-25)

RHQ NER

- a) Filing of quarterly e-TDS/TCS returns for RHQ NER, Form 24Q for approx. 2000 employees per Quarter, 26Q for approx. 300 Vendors per quarter, 27EQ approx. 3 Vendors per quarter.

Guwahati Airport

- b) Filing of quarterly e-TDS/TCS returns for Guwahati Airport, Form 24Q for approx. 750 employees per Quarter,26Q for approx. 60 Vendors per quarter.

Agartala Airport

- c) Filing of quarterly e-TDS/TCS returns for Agartala Airport, Form 24Q for approx. 450 employees per Quarter,26Q for approx. 180 Vendors per quarter, 27EQ approx. 3 Vendors per quarter.

Third & Fourth Quarter (F.Y.2024-25) & All Quarters (F.Y 2025-26)

RHQ NER

- d) Filing of quarterly e-TDS/TCS returns for RHQ NER, Form 24Q for approx. 2750 employees per Quarter, 26Q for approx. 360 Vendors per quarter, 27EQ approx. 3 Vendors per quarter.

Agartala Airport

- e) Filing of quarterly e-TDS/TCS returns for Agartala Airport, Form 24Q for approx. 450 employees per Quarter, 26Q for approx. 180 Vendors per quarter, 27EQ approx. 3 Vendors per quarter.

f) Certificates (Form 16/16A) from Traces and other allied works. AAI shall provide required quarterly TDS data (24Q, 26Q and 27EQ) in excel format, as per format given by the Agency for uploading purpose. After uploading, copy of the Acknowledgement(s) of TDS/TCS return filed shall be provided by the agency to AAI after Filing of returns of each quarter

g) Before uploading the data, the same shall require to be reviewed for correctness /mismatch of data/PAN, if any mismatch, agency shall contact concerned AAI official immediately.

h) Agency shall provide soft copy of Quarterly TDS/TCS Returns & consolidated file on Quarterly basis. (For 24Q, 26Q and 27EQ)

i) In case of any discrepancy or mismatch are raised, agency has to file revised return for that particular quarter/annual return. However, for that no extra charges shall be paid by AAI.

j) After filing of E-TDS/TCS return, if any Default Notice is issued by Income Tax Authority, the responsibility for resolving the issue will be rest with the Agency within any specific time line given by the Tax Authority.

AIRPORTS AUTHORITY OF INDIA
RHQ-NER, FINANCE DIRECTORATE
TDS CELL

E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Guwahati Airport & Agartala Airport.

E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024

SECTION II

VOLUME - I TECHNICAL BID

1. Eligibility Criteria:

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

- i. The Bidder should be a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of more than **08 (Eight) years**.
- ii. The Bidder should have average annual gross receipts / turnover (total consultancy fee, filing fee etc. charged in the process of usual business) of Rs. **50 Lakhs or more than** in the last 3 (Three) completed financial years i.e. FY 2020-21,2021-22 and 2022-23.
- iii. The Bidder should have minimum 02 full time qualified CAs / CMAs as partners out of which at least 01 should be having at least 02 years of post-qualification experience in the Direct taxation field.
- iv. The Bidder should have minimum 1 paid qualified CA/CMAs (other than partners) having minimum 2-years post qualification experience in Direct Taxation field.
- v. The Bidder should have undertaken similar / TDS/ TCS assignments of at least Two Central /State PSU / Listed Public Limited Company/Private Limited/Unlisted Public Company having annual turnover of Rs.150 crores or more for a continuous period of at least one year in the last 3 financial years i.e. F.Y. FY 2020-21,2021-22 and 2022-23.

2. Evaluation criteria:-

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

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

Sl. No	Evaluation Criteria	Documents to be submitted
1	<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 more than 08 (Eight) years .	Self-Certified copy of Registration issued by Institute of Chartered Accountants/ Cost Accountants of India.
2	<u>Financial Capacity</u> The bidder should have average annual gross receipts / turnover (total consultancy fee, filing fee etc. charged in the process of usual business but excluding Other Income) of Rs. 50 Lakhs in the last 3 (Three) completed financial years i.e. FY 2020-21,2021-22 and 2022-23.	Audited financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified

3	<p>Experience</p> <p>The Bidder should have minimum 2 full time qualified CAs / CMAs as partners out of which at least 01 should be having at least 2 year of post qualification experience in the Direct taxation field.</p>	<p>List of the partners along with the resume giving the brief details of relevant experience in Direct taxation and the membership no. The list should be attested by Managing Partner / Senior Partner establishing the fulfillment of criteria.</p> <p>The resume should separately mention the work done and period of experience in Indirect Taxation.</p>
4	<p>Service Provider Resources</p> <p>The Bidder should have minimum 1 paid qualified CA/CMA's (other than partners having minimum 2 year of post qualification experience in Direct Taxation field.</p>	<p>List of qualified CAs/ CMAs as per payroll listing along with the Segment handled, membership no. and post qualification experience in Direct Taxation. The list shall be certified by the Managing Partner/ Senior Partner establishing the fulfillment of criteria.</p>
5	<p>Assignment Undertaken</p> <p>The Bidder should have undertaken similar / TDS assignments of at least Two Central /State PSU/ Listed Public Limited Company/Private Limited Company/Unlisted Public Company having annual turnover of Rs.150 crore or more for a continuous period of at least one year in the last 3 financial years i.e. FY 2020-21,2021-22 and 2022-23.</p>	<p>List of assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of assignment and turnover for the relevant F.Y. The list shall be certified by the Managing Partner/ Senior Partner Proof of execution of services/ other credentials (award letter and certificate of completion/ certificate of continuation of service in case of ongoing assignment on company letter head clearly indicating services provided, financial year of provision of service, etc) and Audited Balance Sheet & P&L of the client for determining the turnover.</p>
	Other criteria's	
6	The Bidder should have Registered Office/Branch office at Guwahati.	Proof of address, Ownership documents, lease / rent deed, electricity / water bill etc.
7	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. Covering Letter as specified in Format I.
 - ii. Unconditional Acceptance Letter as specified in Format II.
 - iii. Evaluation criteria as specified in Format III along with all documentary evidences.
2.
 - i) Technical bid of only those bidders will be evaluated whose Evaluation Criteria Documents are found in order.
 - ii) Detailed Technical evaluation will be carried out based on the Technical Bid along with all documentary evidence as mentioned above. In case any document is not submitted, bidder will be given another opportunity to submit the same once for all.
 - iii) Non-submission of requisite documents after the same will lead to disqualification from Tender process.
 3. Every page of the 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 or any other document previously asked or now required as deemed fit by the Competent Authority, if required.
 6. Decision of AAI in all matters regarding appointment of consultant, their eligibility, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced, award of assignment and any other matter relating to this notification will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by AAI in this regard.
 7. Experience in Direct Taxation w.r.t. Quarterly TDS/ TCS Return Filing.

AIRPORTS AUTHORITY OF INDIA
RHQ, NER, FINANCE DIRECTORATE
GST CELL

E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Guwahati Airport & Agartala Airport.

E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024

SECTION II

VOLUME -II FINANCIAL BID EVALUATION

PRICE BIDS SHALL BE OPENED ONLY FOR TECHNICALLY QUALIFIED BIDDERS.

The price shall be firm and inclusive of all applicable taxes & duties **except** GST as applicable.

No claim for expenditure other than the price quoted will be entertained by AAI on account of Scope of Work provided in tender. Rate quoted shall be firm & shall not be quoted with price variation / discount clause.

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

Bidders Should Quote Only Amount (Excluding of GST). GST Rate for the above Services will be Considered at the rate of 18%.

AIRPORTS AUTHORITY OF INDIA
RHQ-NER, FINANCE DIRECTORATE
TDS CELL

E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Guwahati Airport & Agartala Airport.

E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024

SECTION III

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The Period of engagement of Consultant shall be Seven Quarters from the date of acceptance of award of Contract by the Consultant. If AAI feels satisfied with services provided during the period of Contract, the contract may be extended for another one year with the approval of Competent Authority, with reasonable increase in rates subject to negotiations.

2. PAYMENT TERMS

- **No Advance shall be paid by AAI. The payment shall be released on submission of the monthly Bill.**

- **All payment shall be subject to recoveries towards statutory deductions.**
- **The payment will be made by electronic transfer**

**For the Purpose of this Clause Notwithstanding anything contained any other law for being in force Quarter means Every Three Months from the Date of Award of Contract
If the Contract is Awarded after Fifteen Days in a Month it is to be Excluded for the Purpose of computation of Quarter.**

3. SECURITY DEPOSIT

The Successful bidder shall be required to pay the 5% of the contract value towards security deposit .SD so required can be deposited by the bidder or can be deducted by AAI from the payment to be made. The SD amount so recovered or deposited will be released after 6 months from the successful completion of the contract. No interest shall be paid on SD deposited by the party.

Details of AAI, RHQ, NER Bank Accounts is given as below: -

STATE BANK OF INDIA

Branch	Guwahati Airport
A/c No.	30854418615
IFSC	SBIN0003776
Name	AAI GUWAHATI AIRPORT
Address	AIRPORTS AUTHORITY OF INDIA (NER) Office of the Regional Executive Director, LGBI Airport Guwahati – 781015, INDIA .
MICR CODE	781002013
CIF NO.	80179138870

COVER-I DETAILS: TECHNICAL BID**The following documents shall be submitted online only:**

Sl. No.	Particulars	Page no. of scanned Documents
(i)	Scanned copy of the Self-Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria no. 1.	
(ii)	Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) for FY 2020-21,2021-22 and 2022-23, including computation of Income for the respective years as per Evaluation Criteria No:2	
(iii)	Scanned copy of the List of Partners and 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.	
(iv)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no., the Segment handled and years of post- qualification experience in Indirect Taxation, same should be certified by Managing partner /senior partner as per Evaluation Criteria no.4.	
(v)	Scanned copy of List of Assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken , date of completion of the assignment and turnover for the relevant F.Y certified by Managing Partner/Senior Partner AND Proof of execution of services / other credentials (Award Letter and certificate of completion/continuation of service in case of ongoing assignment on company letterhead indicating services provided, Financial year/Time Period of provision of service etc.) as per Evaluation Criteria no. 5.	
(vi)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5.	
(vii)	Scanned Copy of Certificate from the respective organization / PSU on its letterhead to prove the experience of working in SAP clearly mentioning the period of experience and the qualified CAs/CMAs who have worked with the organization in SAP based accounting environment as per Evaluation Criteria no. 6(Not Applicable)	

(viii)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 7	Not applicable
(ix)	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.	
(x)	Scanned copy of PAN, TAN and GST No. of the Firm/LLP	
(xi)	Scanned copy of filed Format I, Format II and Format III	
(xii)	Scanned copy of entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	

COVER-II DETAILS: PRICE BID

Price should be quoted in the spread sheet file (.xls format) available in e-procurement 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 e-procurement mode only will be taken up for the purpose for evaluation. No hard copy shall be submitted for reference purpose.

4. EVALUATION PROCESS:

- I. A proposal shall be considered responsive (after getting required clarification / documents if any as mentioned in note 3, volume 1 Technical Bid) if**
 - a) It is received by the proposed Due Date and Time.
 - b) It is Digitally Signed.
 - c) It contains the information and documents as required in the Tender Document.
 - d) It contains information in formats specified in the Tender Document.
 - e) It mentions the validity period as set out in the document
 - f) It provides the information in reasonable detail. The AAI reserves the right to determine whether the information has been provided in reasonable detail.
 - g) There are no significant inconsistencies between the proposal and the supporting documents.
 - h) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
 - i) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
 - j) The AAI reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the AAI in respect of such Tenders.
 - k) The AAI would have the right to review the Technical Qualification and seek clarifications wherever necessary.

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

- a) The date and time will be intimated to tenderers whose offers are found suitable and Cover II of such tenderers will be opened on the specified date and time.
- b) The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid. Though only one chance will be given to the bidders after the closing date to complete the submission by giving required documents.

III. The decision of AAI in all matters regarding engagement of GST Consultant will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.

5. OPENING OF TENDER

- a) The Technical Bid shall be opened **as mentioned in GEM Bid** in the presence of the interested bidders or their authorized representatives in the office of :

O/o General Manager (F&A) GST Cell, Airports Authority of India

1st Floor, RHQ, NER, Guwahati-781015

- b) The Financial bid of those bidders who are technically qualified, shall be opened. Date of opening of Financial Bid shall be intimated later on.
- 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).

6. SELECTION CRITERIA

The bidder with the lowest quoted will be awarded.

NOTES:

- a) **AAI reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.**
- b) AAI reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- c) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue, to be intimated to the Technically Qualified Bidders.
- d) If there is a discrepancy between words and figures, the figures written in words shall prevail.

7. SIGNATURE OF BIDS/OFFERS

The offer must contain the name, designation, residence and place of business of the person or persons making the offer and must be duly signed and stamped on each page by the bidder with his usual signature.

Offer by a partnership firm must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).

The Power of Attorney in the name of the person signing on behalf of the Consultant shall be furnished along with the offer.

The consultant's (Bidders) name stated on the proposal shall be the exact legal name of the firm.

Erasures or other changes in the offer shall be authenticated by the initials of the persons signing the bid.

8. Rejection of offer/Cancellation of contract

If the firm/organization gives wrong information in its offer, AAI reserves the right to reject such offer at any stage or to cancel the contract, if awarded.

AIRPORTS AUTHORITY OF INDIA
RHQ-NER, FINANCE DIRECTORATE
TDS CELL

E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Guwahati Airport & Agartala Airport.

E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024

SECTION IV

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 5 (five) working days prior to the deadline for submission of tenders. Details of such queries raised and clarifications furnished will be given through email without identifying the names of the Bidders who had raised the queries.

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

2. AMENDMENT OF TENDER DOCUMENT

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

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

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

3. REJECTION OF BID

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

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

4. WORK NOT TO BE LET OUT

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

5. CONFIDENTIALITY CLAUSE

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

6. Termination of services

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

7. SETTLEMENT OF DISPUTES

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

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties within 30 days.

If amicable settlement cannot be reached, then all disputed issues shall be settled by Arbitration. RED, NER will be the Competent Authority to appoint the Arbitrator. Arbitration proceedings shall be governed by the provisions of Arbitration and Conciliation Act, 1996 (as amended time to time). Fees of the Arbitration shall be as per the Arbitration and Conciliation Act, 1996 (as amended time to time). Venue of Arbitration proceedings shall be Guwahati.

- 8.** Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- 9.** In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
- 10.** Bidder shall have proper infrastructure including lap top, internet connection, stationery, etc. to carry out the work when they are required to work in AAI premises. Authority shall be providing only necessary furniture and electric connection to the Consultant when they required working in AAI's premises.
- 11.** The soft copies of the data/information as well as the printouts of the data/information provided during the contract period shall be the property of AAI and the Consultants shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of AAI at any stage.
- 12.** AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Consultant.
- 13. Bidder Shall be Liable For any interest, Penalty or any other Fees Levied by Department/Government for the Period of Work Allocated to him for Direct taxation matters.**
- 14. In Case of any Deficiency in Meeting the Scope of Work as Mentioned in Point No.6 Fees will be deducted on Pro rata basis.**
- 15.** All the above terms & conditions, scope of work and guidelines as mentioned in **SECTION I TO SECTION VI** shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

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

Date: _____

To,

The General Manager (F&A)
Airports Authority of India
RED-NER,
Guwahati-781015

Subject: **E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Guwahati Airport & Agartala Airport. E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024**

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

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

Sl. No.	Particulars	Page no. of scanned documents
(i)	Scanned copy of the Self-Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria no. 1.	
(ii)	Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) for FY 2020-21, 2021-22 and 2022-23 as Per Evaluation Criteria2	
(iii)	Scanned copy of the List of Partners and 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.	
(iv)	Scanned copy of Payroll listing for the qualified CA/CMA along with membership no., the Segment handled and years of post- qualification experience in Indirect Taxation, same should be certified by Managing partner /senior partner as per Evaluation Criteria no.4.	
(v)	Scanned copy of List of Assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of the assignment and turnover for the relevant F.Y certified by Managing Partner/Senior Partner AND Proof of execution of services / other credentials (Award Letter and certificate of completion/continuation of service in case of ongoing assignment on company letterhead indicating services provided, Financial year/Time Period of provision of service etc.) as per Evaluation Criteria no. 5.	

(vi)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5.	
(vii)	Scanned Copy of Certificate from the respective organization / PSU on its letterhead to prove the experience of working in SAP clearly mentioning the period of experience and the qualified CAs/CMAs who have worked with the organization in SAP based accounting environment as per Evaluation Criteria no. 6(Not Applicable)	
(viii)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 7	Not Applicable
(ix)	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	
(x)	Scanned copy of PAN, TAN, and GST No. of the Firm/LLP	
(xi)	Scanned copy of filed Format I, Format II and Format III	
(xii)	Scanned copy of entire set of tender documents including blank Format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	

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

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

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

We hereby declare that we have not been black listed/ debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Signature of the bidder or: _____ Authorized Signatory

Name of the bidder : _____

Company Seal : _____

UNCONDITIONAL ACCEPTANCE LETTER

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

To,

**The General Manager (F&A)
Airports Authority of India
RED-NER,
Guwahati-781015**

SUBJECT: ACCEPTANCE OF AAI NIT CONDITIONS

REF: E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (Three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied works FOR RHQ NER, Guwahati Airport & Agartala Airport.
"E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024"

Sir,

I/We have read all the clauses, terms and conditions of E-Tender by AAI for E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Six quarters (two quarters of FY 2024-25 and four quarters of 2025-26) FOR RHQ NER & Guwahati Airport. and accept them unconditionally. I/We understand that in case of conditional offer my/our tender shall be summarily rejected.

I/We declare that I/We have not paid and shall not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of AAI asks for bribe/gratification, I/We shall immediately report it to the appropriate authority in AAI.

Date:

Sincerely yours,

Place:

(Signature of the Tenderer with rubber stamp)

TECHNICAL BID

1	Name of the Firm / LLP	
2	Complete Postal Address:	
3	Pin code / Zip code	
4	<u>Contact Information</u> 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	<u>Registration Details</u> (attach proof) Firm/LLP Registration Number & Date: PAN & TAN: GST Registration No.: Others, if any:	

9	Details of experience (should be supported with copy of work order/agreement: *Completion certificate to be enclosed	Sl. No.	Year for which appointed	Name of the PSU/Unit	Gross turnover of the PSU/Unit	Nature of Assignment	Date of completion of assignment*
10	Turnover of Chartered Accountant Firm/ Cost Accountant Firm (Year wise)	Sl. No.	F.Y. 2020-21	F.Y. 2021-22	F.Y. 2022-23		
11	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/No.					
12	Bank Account Particulars:						
	Name of the A/c holder						
	complete Bank Account No.						
	Account type (SB/ CA)						
	Name of the Bank Branch & Address						
	Branch contact phone Nos.						
	11 digit IFSC code						
I / we hereby confirm that the particulars given above are correct and complete and also undertake to inform any future changes to the above details.							
Name, Seal & Signature of the Authorized Signatory							

Bill of Quantity

Bid No.- (To be filled by the bidder)

E-TENDER FOR TDS/ TCS forms filing and generation of Form No. 16 & 16A for Seven quarters (three quarters of FY 2024-25 and four quarters of 2025-26) & Other Allied Works FOR RHQ NER, Agartala Airport & Guwahati Airport.

E-TENDER NO. AAI/RHQ/TDS/TCS Return file 2024

S.No	Job description	Rate per quarter in Rs.	Total Quarter	Total Amount in Rs.(including GST)
01	Filing of Quarterly E-TDS Return Form 24Q for employees per quarter and Annual Return including generation of Form 16 from traces.		7	
02	Filing of Quarterly E-TDS Return Form 26Q including generation of Form 16A from traces on quarterly basis.		7	
03	Filing of Quarterly E-TDS Return Form 27EQ including generation of Form 16A from traces on quarterly basis.		7	
	Total (including GST)			

NOTE: NSDL Uploading fee will be reimbursed as per actual on submission of acknowledgement receipt.

Name of firm/Company
Authorised Signatory with seal



GST UNDERTAKING

To,

**The General Manager (F&A)
Airports Authority of India
RED-NER,
Guwahati-781015**

Sub:- Undertaking of GST Registration

- 1.I/We/Proprietor/Partner(s)/Director(s) of M/s, hereby Declare that I/We have registered under GST and compliant of GST provisions.
- 2.In case of noncompliance of GST provision and blockage of any input credit, the bidder shall be responsible to indemnify AAI.
- 3.Service provided by us will attract GST@..... % under HSN/SAC code () in addition to the price quoted in financial bid.
- 4.All input credits have been passed on to AAI by I/We.

Signature:.....

Name:.....

Name & address of the firm:.....

.....

Seal of the firm:.....

Dated:.....