



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6258949
Dated/दिनांक : 21-05-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	02-06-2025 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	02-06-2025 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (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	Rhq Wr
क्रेता ईमेल/Buyer Email	buycon93.mca.mh@gembuyer.in
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; Tax Advisory
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	76 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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 Details/बिड विवरण	
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
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	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1947792
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	49520

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	ICICI
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	15

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

RED WR

RHQ WR, Airports Authority of India (AAI), Airports Authority of India, Ministry of Civil Aviation
(Airports Authority Of India)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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1. 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.
2. 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.
3. 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.
4. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:AS PER NIT

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:AS PER NIT

Scope of work to be uploaded by buyer:[1747827498.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
AS PER DOCUMENT ENCLOSED	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Presentation Venue:AAI RHQ WR MUMBAI

Financial Advisory Services - Onsite; Tax Advisory (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite

Specification	Values
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Support for Tax Assessment
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Financial Consultant , Chartered accountant , Tax expert , GST expert
Qualification of Professional/Resources required	ICWA , CA
Certification of Professional/Resources required	GST CERTIFICATION
Total Experience of Professionals / Resources (In years)	More than 10 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	NA

Additional Specification Documents/अतिरिक्त विशिष्ट 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	Lourdina Wilfred Saldanha	400099,Airports Authority Of India , Operational Offices , New Airport Colony , Opp Parsiwada , Sahar Road , Andheri East, Mumbai, Maharashtra	1	N/A

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

1. 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.

2. Generic

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- 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.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Turnover criteria mentioned in NIT document will be considered as final.

Any difference/contradiction in terms and conditions between GeM portal and enclosed ATC, the terms and conditions as mentioned in enclosed ATC in attachment shall prevail and will be final.

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4. 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. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller 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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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 कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



AIRPORTS AUTHORITY OF INDIA
Regional Headquarters, Western Region, O/o General Manager (Finance), Parsiwada, Sahar
Road, Vile Parle (E) Mumbai-400099

E-TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

(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
Regional Headquarters, Western Region, O/o General Manager (Finance)
Parsiwada, Sahar Road, Vile Parle (E), Mumbai-400099

FINANCE DIRECTORATE

E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

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AIRPORTS AUTHORITY OF INDIA
RHQ-WR, FINANCE DIRECTORATE
GST SECTION

E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

IMPORTANT POINTS TO NOTE

E-TENDER DOCUMENT NO.	AAI/RHQ/WR/GST CONSULTANT/2025
TENDER INVITED FOR	ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES
COST OF TENDER FEES (NON-REFUNDABLE)	Rs. 1180.00 (Rupees One Thousand Eighty Only) including GST. To be submitted online through RTGS / Internet Banking in beneficiary name Airports Authority of India Account No. 33964986659 IFSC Code SBIN001174 bank name SBI. The scanned copy of the transaction is to be attached to the Technical Bid or MSME certificate of relevant services, in case of exemption from Cost of Tender Fees.
BID SECURITY / EMD	Rs.49,520.00 (RS. THIRTY NINE THOUSAND SEVEN HUNDRED FIFTY EIGHT ONLY). To be submitted online through RTGS / Internet Banking in beneficiary name Airports Authority of India Account No. 33964986659 IFSC Code SBIN001174 bank name SBI. The scanned copy of the transaction is to be attached to the Technical Bid or MSME certificate of relevant services, in case of exemption from EMD.
VALIDITY OF THE TENDER	90 DAYS FROM THE DATE OF OPENING OF PRICE BID
PUBLISHING OF TENDER DOCUMENTS ON GeM Portal	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	As per GeM bid

AIRPORTS AUTHORITY OF INDIA
RHQ-WR, FINANCE DIRECTORATE
GST SECTION

E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

DISCLAIMER

The information contained in this NOTICE INVITING E-TENDER document (the "e-Tender") or subsequently provided to Applicant(s), whether in documentary form, by or on behalf of the Authority, is provided to Applicant(s) on the terms and conditions set out in this e-Tender and such other terms and conditions subject to which such information is provided.

This e-Tender is neither an agreement nor an offer by the Authority but an invitation to the prospective Applicants or any other person. The purpose of this e-Tender is to provide interested parties with information that may be useful to them in the formulation of their financial application pursuant to this e-Tender. This e-Tender includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the subject Concession. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This e-Tender may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this e-Tender. The assumptions, assessments, statements and information contained in this e-Tender may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own assessment, due diligence and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this e-Tender and obtain independent advice from appropriate sources.

Information provided in this e-Tender to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this e-Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the e-Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this e-Tender or arising in any way for participation in the bidding process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this e-Tender.

The Authority may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this e-Tender.

The issue of this e-Tender does not imply that the Authority is bound to select all the Proposals for bidding process for the Concession and the Authority reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application 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 Application. 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 for submission of the Application, regardless of the conduct or outcome of the Bidding process.

The Applicant shall be wholly responsible for any statements/documents/ records, etc. submitted pursuant to this e-Tender and ensure accuracy thereof. The Authority or its employees shall accept no responsibility or liability for any deficiency that may be made by the Applicant. Any false declaration made by the Applicant shall invite action as may be decided by the Authority including termination of Concession, debarring, forfeiture of EMD and/or Security Deposit. The Applicant shall also indemnify the Authority and its employees from actions arising out of this e-Tender.

AIRPORTS AUTHORITY OF INDIA
RHQ-WR, FINANCE DIRECTORATE
GST SECTION

**E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND
RELATED SERVICES**

E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

NOTICE INVITING ONLINE TENDER

- 1.1 Online bids through the GeM portal are invited by the Airports Authority of India for Engagement of Professional Consultant for GST and related services for a period of **12** months on the basis of the evaluation with scope for extension for an additional period of up to 12 months, subject to satisfactory performance during the contracted period and at the AAI's discretion with vendor consent under two-cover system.
- 1.2 The tender document is made available through GeM portal on or before the due date and time of submission.
- 1.3 The tender document consists of two volumes Volume I Technical Bid and Volume II Price Bid.
- 1.4 The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.
- 1.5 Cost of Tender Document and Bid security (EMD) or MSME certificate **as per Clause 4 of Section-III** shall be paid as described in the Tender Document.
- 1.6 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.
- 1.7 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in **Section-II, Volume -I of 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- V along with relevant documents in the Tender Document Technical Bid shall be uploaded through e-procurement 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.**
- 1.8 The prospective tenderer shall submit queries, if any, through GeM Portal as per timelines of GeM Portal, so that the queries can be clarified.
- 1.9 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

AIRPORTS AUTHORITY OF INDIA
RHQ-WR, FINANCE DIRECTORATE
GST SECTION

E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

GENERAL INFORMATION

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

This tender is floated for the works related to two number of GSTN of AAI as per details below:

1. GSTN 27AAACA6412D1Z8 of AAI for the state of Maharashtra
2. GSTN 26AAACA6412D1ZA of AAI for the Union Territory of Dadra and Nagar Haveli and Daman and Diu.

Bird Eye View of the Work:

Total Number of Line Items (for Customer & Vendor) per Month as per ERP-SAP

RHQ-WR Maharashtra	→ 8000	Line Items approx
Dadra and Nagar Haveli and Daman and Diu	→ 500	Line Items approx

AIRPORTS AUTHORITY OF INDIA
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E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

SECTION I

SCOPE OF WORK

(GST matters of RHQ-WR Maharashtra,Dadra and Nagar Haveli and Daman & Diu as a Whole)

Goods and Service Tax (GST)/ Service Tax:

1. Consultancy Service: -

- a. Any query regarding GST issues including import and export of goods/services, dealing with related parties like subsidiaries, associates, joint ventures (JVC) etc. opinion to be given in writing within two working days.
- b. Opinion to be given on availing of CENVAT credit/ Input Tax credit of various input services utilized/ goods purchased by AAI.
- c. Opinion to be given on matters relating to Accounting of GST/Service tax (including but not limited to output and input services);
- d. GST/Service tax issues raised by the airports/ RHQ/CHQ & auditors; opinion/guidelines/clarifications to be given on priority.
- e. Review of various circulars to be issued to the airports of GST/Service tax and related matters.
- f. Notification in respect of GST/Service tax related issues, advice to be given to AAI,WR in framing policies from time to time.
- g. Advice & opinion in r/o Stock Valuation policy, E-way bills, records to be maintained under GST Act.
- h. Update the AAI officials about various amendments taking place in tax laws/ rules, regulations notifications, circulars, directions etc. from time to time and assist in dealing the same through training, GST updates, clarifications, opinions etc.
- i. Assisting in drafting the reply to be submitted for various notices/summons issued by GST / Service Tax Authorities/ DGGI/similar authorities relating to any period (covered by this tender or before).
- j. Drafting and filling of application for advance ruling with the 'Authority for advance ruling' (AAR) for seeking advance ruling on the GST issues (if any) or as required by AAI. Assist/guide AAI in implementation of the decision of AAR. Further, draft and file appeal before the 'Appellate authority for advance ruling' (AAAR) as required by AAI and assist/guide AAI in implementation of the decision of AAAR.
- k. To create training material & presentation/manual/SOP for the use of the AAI's staff and assisting in implementing of GST related circulars issued by CHQ, Delhi.
- l. To provide guidance/advise for developing necessary tools for reviewing, monitoring, reporting and compliance with reports required in GST regime and verify completeness and correctness of the data generated through the system for GST Returns.
- m. To examine any orders /communication received from GST Authorities/ Service Tax Authorities/ DGGI/similar authorities and advice for further course of action.
- n. To advice for all circulars /policies /procedures issued by CHQ.
- o. To advice for tax planning benefits /rebates /deductions/ exemptions available under GST Act.
- p. Highlight areas of potential non-compliances' for immediate regulation.

- q. To identify /prepare/file / monitor refunds of GST/Service tax from Central Board of Indirect tax and Custom along with details and Appeal Effect orders and update the refund status to AAI and preparation of letters in this regard to be submitted to the Department.
- r. Review of Accounting in SAP environment as per GST Law and incorporating of changes in SAP as per GST Act amended from time to time.
- s. Submission of report on review conducted on GST accounting in SAP and also to provide guidance for resolving the areas of concern.
- t. Opinion on the issues raised in Audit conducted by the various authorities.
- u. Any certificate required during the period of contract including issues of previous as well as current period to be provided by the consultant.

2. Filing of GST Returns of RHQ-WR, Maharashtra, Dadra and Nagar Haveli and Daman & Diu.

- a. To prepare /check /scrutinize and file accurate complete GST returns of RHQ,WR Maharashtra, Dadra and Nagar Haveli and Daman & Diu within the prescribed time as required under GST Act and file original/revised GST returns of AAI (including preparation of necessary schedules as per T-code for GST report and attachments required for filing the return).
- b. Reconciliation / matching /compilation of input tax credit availed in books of accounts/ missing ITC with GSTR form 2A/2B or any other form or manner as notified by GST Authorities from time to time OR as required by AAI and providing detailed report to match unreconciled/unmatched/missed ITC on monthly basis. This detailed working is to be done invoice wise manually so that there is no error/omission/unmatched/unclaimed ITC remains before filling the GSTR-3B. Detailed working to be provided to AAI in excel sheet in format as required by AAI before filling the GSTR-3B.
- c. Development / up gradation / implementation of standardized format for compilation of data from SAP for GST returns required to be filed under GST laws.
- d. Monthly reconciliation of GST Electronic cash ledger and Electronic credit ledger as per GST Portal with cash and credit ledger as per books of accounts & necessary corrective action in return & books.
- e. Verifying the data for TDS on GST payment, generation of challan, filing of monthly TDS on GST returns, issuance of certificate etc. Similar steps are to be performed for other monthly GST returns.
- f. Implementation of any changes related to GST Return (Inward & Outward) filing on GST Portal need to be replicated after necessary changes in SAP/AIMS billing system is to be done and along with necessary SOP such as E-invoicing etc.
- g. Reconciliation & compilation of GSTR 2A/2B in any other form or manner as notified by GST Authorities with books of accounts,
- h. Timely Preparation and filing of GST Annual Return (GSTR-9 or any other form or manner as notified by GST Authorities from time to time) complete in all respect and assisting corrective actions in books of Accounts.
- i. Timely Preparation and filing of GST Annual Reconciliation Statement (GSTR-9C or any other form or manner as notified by GST Authorities from time to time) complete in all respect and certification of GSTR-9C if notified by GST Authorities for mandatory certification of GSTR-9C by CA/CMA firms. If certification by CA/CMA firms remains optional for GSTR-9C then assisting AAI in certification of GSTR-9C.
- j. Reply of queries raised by any Auditor in connection with GST & Service Tax.
- k. Review of GL in SAP to ensure eligible input tax credit is claimed in the returns so filed.
- l. Reconciliation of GL & report extracted from SAP & analyzing the difference if any before filing the monthly returns & advising corrective actions in books of Accounts.
- m. Review of output liability as per GL & report extracted from SAP & identifying for any error related to place of supply, nature of tax etc. before filing the monthly returns and advising corrective actions in books of Accounts.
- n. Proper guidance in E- Way bills generation and creation of sub user etc. & necessary accounting guidance & reflection in GST returns.
- o. Conducting detailed Trial balance / ledger review on quarterly basis to ensure that GST is being paid on all taxable supplies under forward charge as well as reverse charge mechanism.

- p. Invoices issued by AAI towards outward supply & inward supplies under RCM to be reviewed.
- q. Preparation of monthly MIS of returns filed and GST paid in Cash/from ITC in the format provided by AAI.

3. Scrutiny/assessment of Return

To represent AAI before GST/Service tax Officer(s) or commissioner(s) of Central Board of Indirect Tax and Customs and to perform all the necessary work (including drafting & submission of replies, rectification, etc. to questionnaire/notices received from GST/Service tax Department & GST Intelligence) for successful completion of scrutiny, assessments including re-assessments.

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

- 4. One senior partner should visit this office once in a month. One qualified CA/CMA having at least 5 years of post-qualification experience will be required to visit the Regional office, Mumbai, **two days weekly** in addition to visit on the date of filing of returns to carry out the above referred scope of work. The officials deputed must have at least 5 years' experience in SAP based environment. The consultant so visiting the office of AAI is required to follow the office timing of AAI (i.e., 09:30 AM to 06:00 PM) on all visiting days and to work for the AAI only during the visiting days/time. However, the GST Consultant is required to be available through Telephone/E-mail/Video Call/other electronic means during the non-visiting days to AAI to resolve any issues/tasks related to work mentioned in the "Scope of Work".
- 5. The visits as mentioned above in point no. 4 are required to be carried out mandatorily by GST Consultant irrespective of the status of work completion as required in scope of work. The monthly tentative schedule of visits to be done by GST Consultant is required to be informed to AAI at the starting of the month. The records of the visit done by the GST Consultant should be maintained by GST Consultant and after duly verification/certification of the same from the concerned dealing officer to be submitted to AAI monthly and along with Invoice for payment as per payment terms. Non-completion of the required visits as per point no. 4 (Scope of Work) by GST Consultant shall invoke penalty which shall be deducted from the Bill at the time of payment as per following rates:
If the no. of visits are less for the Senior partner during the month/quarter then amount of Rs. 5000/- (Five Thousand) per visit shall be deducted from the Bill. If the no. of visits are less for the qualified CA during the scheduled week/month/quarter, then amount of Rs. 2000/- (Two Thousand) per visit shall be deducted from the Bill.
- 6. GST matters of RHQ-WR Maharashtra, Dadra and Nagar Haveli and Daman & Diu shall be dealt from the Physical Location at RHQ-WR Maharashtra Only. However, during the GST Consultancy contract OR during the course of GST Audit/Assessment proceedings of GST Authorities OR otherwise as required by AAI, if any visit is required to be done by GST Consultant to any other physical locations in the state of Maharashtra, Union territory of Dadra and Nagar Haveli and Daman & Diu the same is required to be carried out by GST Consultant at their own cost/expenses. AAI will not bear/reimburse any expenses towards transportation/stay/travel insurance/out of pocket expenses or any other charges. Tour plan to be planned in consultation with AAI and to be decided mutually by GST consultant and AAI.
- 7. The above mentioned "scope of work" is indicative and not exhaustive. Scope of work shall include providing professional assistance for all the activities/ matters related to Indirect Tax Law (Service Tax / GST) including all kinds of updation/ changes and all the work relating to GST Act, Rules &

subsequent notifications, circulars etc. as & when issued by GOI /CBIC including work related to previous periods also.

AIRPORTS AUTHORITY OF INDIA
RHQ-WR, FINANCE DIRECTORATE
GST SECTION

E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

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 15 (Fifteen) years.
- ii. The Bidder should have average annual gross receipts / turnover of Rs.2 crores in the last three financial years i.e. F.Y. 2021-22,2022-23 and 2023-24. Turnover should be total consultancy fee, filing fee etc excluding GST and other income in the process of usual business.
- iii. The Bidder should have minimum **Five** full time qualified CAs / CMAs as partners out of which at least 1 (One) should be having at least 10 years' of post qualification experience in the indirect taxation field and should have completed the Certificate Course on GST conducted by Institute of Chartered Accountants of India/Institute of Cost Accountants of India.
- iv. The Bidder should have minimum **Five** paid qualified CA/CMAs (other than partners) out of which at least 2(Two) should have minimum 5 years post qualification experience in Indirect Taxation field.
- v. The Bidder should have undertaken similar GST assignments of at least two Central PSU having annual turnover of Rs.500 crores or more for a continuous period of at least two year in the last 3 financial years i.e. F.Y. 2021-22,2022-23 and 2023-24.

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	Marks	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 15 (Fifteen) years. Minimum marks for 15 years' experience will be 5. For each additional full year of experience, 1 additional mark will be awarded subject to maximum of 10 marks	10	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 excluding GST charged in the process of usual business but excluding Other Income) of Rs. 2 (Two) crores in the last 3 (Three) completed financial years i.e. FY 2021-22, 2022-23 and 2023-24. Minimum marks for the criteria for having	10	Audited financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified & signed by authorized.

	average annual turnover / receipts of Rs.2 Crore in the last 3 completed financial years will be 5 marks and annual turnover / receipts additional each Rs.1 (one) crore 1 mark will be awarded subject to maximum of 10 marks.		
3	<p><u>Experience of Partner</u> The Bidder should have minimum 5 (Five) full time qualified CAs / CMAs as partners out of which at least 1 (one) should be having at least 10 years' of post qualification experience in the indirect taxation field and should have completed the Certificate Course on GST conducted by Institute of Chartered Accountants of India/Institute of Cost Accountants of India. Minimum marks for the criteria will be 5. The Partner who will associate /deal with AAI should be named. The Partner having 10 years of post-qualification experience and having completed the Certificate Course on GST as per eligibility criteria should only be named. The bidder having the partner so named having experience of more than 10 years and having completed certificate course on GST will be awarded one additional mark for each additional year of experience in Indirect taxes subject to maximum of 10 marks.</p>	10	<p>List of the partners along with the resume giving the brief details of relevant experience in Indirect 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> <p>Copy of certificate issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India for completed GST Certification Course as per eligibility criteria.</p>
4	<p><u>Service Provider Resources</u> The Bidder should have minimum five paid qualified CA/CMA's (other than partners) out of which at least 2 should have minimum 5 years' post qualification experience in Indirect Taxation field. Minimum marks for the criteria will be 5. The above qualified employee who will associate /deal with AAI should be named. Employees having 5 years of post-qualification experience should be named .The bidder having the employee so named having experience of more than 5 years will be awarded 1 additional mark for each additional year of experience in Indirect taxation subject to maximum of 10 marks.</p>	10	<p>List of qualified CAs/ CMAs as per payroll listing along with the Segment handled, membership no. and post qualification experience in Indirect Taxation. The list shall be certified by the Managing Partner/ Senior Partner establishing the fulfillment of criteria.</p>
5	<p><u>Assignment Undertaken</u> The Bidder should have undertaken similar GST assignments of at least two Central PSU having annual turnover of Rs.500 crores or more for a continuous period of at least two</p>	10	<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</p>

	<p>year in the last 3 financial years i.e. F.Y. 2021-22, 2022-23 and 2023-24.</p> <p>Minimum marks for the criteria will be 5. For each additional similar assignment handled for a continuous period of at least 2 year during last 3 financial years, additional 1 mark will be awarded subject to maximum of 10 marks.</p>		<p>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>
6	<p>SAP Experience</p> <p>The Partner should have experience of at least 5 years in SAP based accounting environment and the firm should have at least 2 qualified CAs/CMAs (1 Partner and 1 Qualified CA/CMA) with exposure in SAP. The CA/CMA to be deputed in AAI must have 5 years' experience in SAP based environment to be named. Minimum marks for the criteria will be 5. For each additional year of experience for Partner and/or Qualified CA/CMA, additional 1 mark will be awarded subject to maximum of 10 marks.</p>	10	<p>Proper documentary evidence i.e. Certificate from the respective company (client) on its letterhead clearly mentioning the period of experience and the Qualified CAs/CMAs who have worked with the company in SAP based accounting environment.</p>
7	<p>Presentation</p> <p>Presentation on bidders competence in Indirect Taxation and how it will be helpful and beneficial to AAI with relation to scope of work as defined in the tender. (It will be conducted after opening of Technical bid).</p>	10	<p>Presentation by bidders should be in Microsoft power point in presence of bidder executive.</p>
	Total Marks	70	
	Other criteria's		
8	<p>The Bidder should have full time office in Mumbai. (Mumbai, Navi Mumbai, Thane)</p> <p>Note: If bidder has no full time office in Mumbai, it's bid will be considered invalid and will not be considered for further evaluation.</p>	No value	<p>Proof of address, Ownership documents, lease / rent deed, electricity / water bill etc.</p>
9	<p>The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.</p>	No Value	<p>Self-declaration on letter head duly signed & stamped.</p>

Note: -

1. The Bidder scoring at least 50 marks in technical criteria apart from meeting minimum specified eligible criteria in all the categories will be selected as Technically Qualified Bidder.

2. Tenderers have to submit Unique Document Identification Number (UDIN) generated documents as per NIT conditions duly certified by CA/CMA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.
3. The Technical bid prepared by the bidder shall comprise of:
 - i. A copy of the proof / documents of the payments (i.e., cost of tender fees and EMD) made through NEFT/RTGS is to be uploaded (i.e., scanned copy) along with the technical bid documents to be submitted by the bidders (online).
 - ii. Covering Letter as specified in Format I.
 - iii. Unconditional Acceptance Letter as specified in Format II.
 - iv. Evaluation criteria as specified in Format III along with all documentary evidences.
4.
 - 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 an another opportunity to submit the same once for all on Gem Portal only.
 - iii) Non-submission of requisite documents after the same will lead to disqualification from Tender process.
5. Every page of the Documentary evidence needs to be submitted duly self-attested with seal by the bidder for each of the Evaluation criteria.
6. Self-declaration needs to be signed by authorized signatory(s) with seal.
7. 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.
8. 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.

AIRPORTS AUTHORITY OF INDIA
RHQ, WR, FINANCE DIRECTORATE
GST SECTION

E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

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 **including** GST as applicable.

While quoting the price, the bidder shall consider all expenses **including** travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure.

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

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

AIRPORTS AUTHORITY OF INDIA
RHQ-WR, FINANCE DIRECTORATE
GST SECTION

E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

SECTION III

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The Period of engagement of Consultant shall be one (01) year from the date of acceptance of award of Contract by the Consultant. If AAI feels satisfied with services provided during the period of Contract, the contract may be extended for another one year with the approval of Competent Authority, at the same rate.

2. PAYMENT TERMS

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

•	-					
1 st	Quarter	-	Upto	25	%	of total amount p.a.
2 nd	Quarter	-	Upto	25	%	of total amount p.a.
3 rd	Quarter	-	Upto	75	%	of total amount p.a.
4 th	Quarter	-	Upto	100	%	of total amount p.a.

- Quarter will be reckoned from the date of award of work.
- All payment shall be subject to recoveries towards statutory deductions.
- The payment will be made by electronic transfer
- The tax invoice for the supply of above mentioned services has to be raised separately to each unit of RHQ i.e. Maharashtra , Dadra and Nagar Haveli and Daman and Diu (DNHDD) having separate GSTN in following proportion based on the approximate number of entries and time involved:

(i)	Maharashtra	(GSTN - 27AAACA6412D1Z8)	:	90%
(ii)	DNHDD	(GSTN – 26AAACA6412D1ZA)	:	10%

Any other charges for any certificate or expert opinion etc. will not be borne by AAI

3. SECURITY DEPOSIT

The Successful bidder shall be required to pay the 10% 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.

4. COST OF TENDER DOCUMENT AND EARNEST MONEY DEPOSIT (EMD)

- (i) The Bidders are required to furnish Cost of tender fee (non-refundable) amounting to Rs.1180/- including GST. The tender cost shall be deposited online through NEFT/RTGS. No other mode of payment shall be accepted.
- (ii) The Bidders are required to furnish Earnest Money Deposit of Rs. 49520/- (Rupees Forty Nine Thousand Five Hundred Twenty Only). The EMD shall be deposited online through NEFT/RTGS. No other mode of payment shall be accepted.

- (iii) A copy of the proof / documents of the above payments (i.e., cost of tender document and EMD) made through NEFT/RTGS is to be uploaded (i.e., scanned copy) along with the technical bid documents to be submitted by the bidders (online).
- (iv) Non-submission of cost of tender document and EMD shall lead to disqualification of tenderers.
- (v) MSME certificate of relevant services, if Cost of Tender Document & EMD is not submitted.

Note:

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

Details of AAI Bank Accounts is given as below: -

Name of Bank	STATE BANK OF INDIA
Branch	VILE PARLE (EAST)
A/c No.	33964986659
IFSC	SBIN0001174
Name of Beneficiary	AIRPORTS AUTHORITY OF INDIA
Address	AIRPORTS AUTHORITY OF INDIA (WR) Sahar Road , PARSIWADA, ANDHERI (EAST) MUMBAI – 400099.
PAN NO.	AAACA6412D
GST NO.	27AAACA6412D1Z8

5. SUBMISSION OF TENDER

Bids shall be submitted online only at GeM Portal. E-bids shall be submitted in 2 COVERS online bidding system. The following Two Covers Shall be submitted through GeM Portal by the bidder:

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 proof / documents of the payments (i.e., cost of tender document and EMD) made through online mode i.e., NEFT/RTGS is to be uploaded (i.e., scanned copy) along with the technical bid documents to be submitted by the bidders (online).	

(ii)	Scanned copy of the Self-Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria no. 1.	
(iii)	Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) for FY 2021-22, 2022-23, and 2023-24.	
(iv)	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. Scanned copy of certificate evidencing Certified course of GST as per Evaluation Criteria no. 3	
(v)	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.	
(vi)	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.	
(vii)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5.	
(viii)	Scanned Copy of Certificate from the respective organization / PSU 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.	
(ix)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 8	
(x)	Scanned copy of the Self declaration as mentioned in Format I. The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India as per Evaluation Criteria no. 9.	
(xi)	Scanned copy of PAN, TAN and GST No. of the Firm/LLP	
(xii)	Scanned copy of filed Format I, Format II and Format III	
(xiii)	Scanned copy of entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	

COVER-II DETAILS: PRICE BID

Price should be quoted in the GeM 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.

6. EVALUATION PROCESS:

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

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

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

7. OPENING OF TENDER:

- a) The Technical Bid shall be opened as per the date & time specified on the GEM portal.
- b) The Financial bid of those bidders who are technically qualified shall be opened as per the date & time specified on the GEM portal
- c) AAI reserves the right to extend the date of receiving/opening the bids.
- d) AAI reserves the right to call for any other details or information from any of the bidder(s).

8. SELECTION CRITERIA

The final selection of the successful bidder from the technically qualified bidders will be done by considering 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
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.
Technical	70	Actual marks scored by the bidder on the basis of extent of fulfilling evaluation criteria.
Total	100	

NOTES:

- e) **The Financial Bid as per Format IV has to be submitted ON-LINE only.**
- f) All marks will be rounded off up to 2 decimal places. The bidder getting the maximum combined score (Technical and financial) out of 100 will be selected as the successful bidder.
- g) 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.
- h) AAI reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
- i) AAI reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- j) The Financial bid of those bidders who are technically qualified, shall be opened at the date notified for that purpose at GeM Portal.
- k) If there is a discrepancy between words and figures, the figures written in words shall prevail.
- l) The selection process including process of allocation of marks shall be confidential property of AAI and shall not be disclosed to anybody. Further, no queries/disputes/objections shall be entertained regarding Marks allotted to bidders or regarding disclosure of Final Marks. Decision of AAI in this regard shall be final and binding.

9. 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.

10. Rejection of offer/Cancellation of contract

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

11. In case bidder withdraws from the tender process before opening of technical bid date and time, 10% of EMD amount shall be forfeited.
12. After last date of submission of bid, at any stage if an agency withdraws from tender process, **entire EMD** amount shall be forfeited.
13. After opening of the technical bid and before opening of financial bid, if any agency withdraws from tender process, the EMD of the party shall be forfeited and the party shall be liable to be debarred for participation in any tender of AAI for one year from the date of debarment. However, after opening of financial bid, being successful bidder in the tender if the party withdraws its bid or after issuance of award letter, the party does not complete the requisite formalities, EMD shall be forfeited and the said bidder will be liable to be debarred from participating in any tender of AAI for two year.
14. In case a party has deposited EMD and Tender Fees but did not participate in the Tender process i.e., the party has not submitted his bid on GeM portal and his name is not appearing in the bids submitted list, then, on request of such party, amount paid towards EMD deposited by the party may be refunded after deduction of 10% of EMD amount. However, the tender fees shall not be refunded in this case.
15. On acceptance of the tender, the name of the authorized representative(s) of the tenderer who would be responsible for taking instructions from authorized official of the AAI is to be intimated.

AIRPORTS AUTHORITY OF INDIA
RHQ-WR, FINANCE DIRECTORATE
GST SECTION

E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

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 through the GeM portal. No other means of clarification//query shall be entertained.

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

2. AMENDMENT OF TENDER DOCUMENT

Before the deadline for submission of tender, the Tender Document may be modified by AAI by the issue of addendum/corrigendum. Addendum/corrigendum, if any, will be posted on GeM Portal and shall become a part of the tender document. All Tenderers are advised to see the GeM Portal for addendum/ corrigendum to the tender document which may be uploaded as per GeM conditions.

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, WR 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 Mumbai.

- 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 laptop, internet connection, stationery, etc. to carry out the work when they are required to work in AAI premises. Authority shall be providing only necessary furniture and electric connection to the Consultant when they required working in AAI's premises.
- 11.** The soft copies of the data/information as well as the printouts of the data/information provided during the contract period shall be the property of AAI and the Consultants shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of AAI at any stage.
- 12.** AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Consultant.
- 13.** The successful bidder shall intimate the names of the persons employed by him or going to employ, who are relatives (wife, husband and dependent parents, grand-parents, children, grandchildren, brothers, sisters, uncle, aunts, cousins and their corresponding in laws) of AAI employees.
- 14.** All the above terms & conditions, scope of work and guidelines as mentioned in **SECTION I TO SECTION V** 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,

Deputy General Manager (F&A)
Regional Head Quarters (Western Region)
Airports Authority of India,
Mumbai-400099

Subject: E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025

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

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

Sl. No.	Particulars	Page no. of scanned documents
(i)	Scanned copy of the proof / documents of the payments (i.e., cost of tender document and EMD) made through online mode i.e., NEFT/RTGS is to be uploaded (i.e., scanned copy) along with the technical bid documents to be submitted by the bidders (online).	
(ii)	Scanned copy of the Self-Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India as per Evaluation Criteria No. 1.	
(iii)	Scanned copy of duly certified Audited financial statements (Balance Sheet & Profit and Loss Account) for FY 2021-22, 2022-23, and 2023-24. A duly certified certificate with UDIN for annual turnover need to be provided.	
(iv)	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. Scanned copy of certificate evidencing Certified course of GST as per Evaluation Criteria no. 3	
(v)	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.	
(vi)	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.	
(vii)	Audited Balance Sheet & P&L of the client as per Evaluation Criteria no. 5.	
(viii)	Scanned Copy of Certificate from the respective organization / PSU 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.	
(ix)	Scanned Copy of Proof of Address as per Evaluation Criteria no. 8.	
(x)	Scanned copy of the Self declaration as mentioned in Format I .The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India as per Evaluation Criteria no.9.	
(xi)	Scanned copy of PAN, TAN, and GST No. of the Firm/LLP	
(xii)	Scanned copy of filed Format I, Format II and Format III	
(xiii)	Scanned copy of entire set of tender documents including blank Format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	

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

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

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

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

Signature of the bidder or Authorised Signatory: _____

Name of the bidder : _____

Company Seal : _____

UNCONDITIONAL ACCEPTANCE LETTER

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

To,

Deputy General Manager (F&A)
Regional Head Quarters (Western Region)
Airports Authority of India,
Mumbai-400099

SUBJECT: UNCONDITIONAL ACCEPTANCE OF AAI NIT CONDITIONS

REF: E-TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

"E-TENDER NO. AAI/RHQ/WR/GST CONSULTANT/2025"

Sir,

-

I/We have read all the clauses, terms and conditions of E-Tender by AAI for

"ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES"

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 Accountants Firm/ Cost Accountants Firm (Year wise)	Sl. No.	F.Y. 2021-22	F.Y. 2022-23	F.Y. 2023-24		
11	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/No.					
12	Details of Cost of Tender Document and EMD paid online through NEFT/RTGS : -						
13	Bank Account Particulars:						
	Name of the A/c holder						
	complete Bank Account No.						
	Account type (SB/ CA)						
	Name of the Bank Branch & Address						
	Branch contact phone Nos.						
	11 digit IFS code						
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							
UDIN NO:							

FINANCIAL BID

E -TENDER FOR ENGAGEMENT OF PROFESSIONAL CONSULTANT FOR GST AND RELATED SERVICES

Scope of Work	Professional Fee including GST (in figure as well as in words)
Professional Fee in Lump sum per annum for providing consultancy for GST and related services as per Scope of work as mentioned in Section (i).	Price to be quoted on GEM portal price bid.
TOTAL	Price to be quoted on GEM portal price bid.

- a) The amount shall be conspicuously written both in figures as well as in words. In case of discrepancy between the amount offered in figures and words, the offer written in words shall only be considered.
- b) Price to be quoted including GST.

(Signature of the Tenderer with rubber stamp)

Place:

Date:

List of categories where trials are allowed:

- Simulators
- Ship's propulsion machinery, radars and sensors, navigation equipment, communication equipment, RO plants, compressors, cranes, boats, Pilotless Target aircraft, pumps, dehumidifiers etc.
- Aircraft engine/generator/flight deck equipment/air conditioning system/radars
- Tank engine/ generator/ air conditioning system
- Bullet Proof Helmet, Bullet Resistance Jacket
- Drones
- All-Terrain Vehicles (ATV)
- **Communication Equipment for Defense:**
 - Radio Sets:**
 - HF/VHF/FM Manpack Radio
 - Vehicle Radio Set
 - Tactical Communication Systems:**
 - Software Defined Radio (SDR) Systems
 - VHF/UHF Tactical Communication Systems
 - Handheld Satellite Phones (e.g., Iridium)
 - Combat Net Radio (CNR) Systems
 - Satellite Communication Systems:**
 - Very Small Aperture Terminal (VSAT) Systems
 - Satellite Phones
 - Mobile Satellite Communication Systems
 - Command and Control Systems:**
 - Battlefield Management Systems (BMS)
 - Tactical Data Links
 - Encryption Devices (e.g., VINBAX)
 - Surveillance and Reconnaissance Communication:
 - Unmanned Aerial Vehicle (UAV) Communication Systems
 - Ground Control Stations (GCS) for UAVs
 - Remote Video Terminals (RVTs)
 - Electronic Warfare (EW) Communication:**
 - EW Communication Jamming Systems
 - Communication Intelligence (COMINT) Systems
 - Network Infrastructure:**
 - Field Deployable Communication Nodes
 - Tactical Communication Switches
 - Mobile Communication Shelters
 - Navigation and Positioning Systems:**
 - GPS Receivers
 - Navigation Systems for Vehicles and Personnel
 - Specialized Communication Equipment:**
 - Underwater Communication Systems
 - Special Forces Communication Gear
 - Mountain Warfare Communication Equipment
- Contamination Monitor

- Fiber Reinforced Plastic Boat with Motor (RIBs)
- Bukhari Improved Version
- Fire Fighting Equipment's as per DGQA specifications
- Victim Location System with Breaching System
- HDPE Boats
- Pontoon Boats
- Medical equipment
- **Engineering and Mining Equipment for Bomb Disposal Units:**
- Modular protection vehicles
- High Altitude Clothing including Snow Boots