

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	12-01-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	12-01-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Civil Aviation
विभाग का नाम/Department Name	Airports Authority Of India (aai)
संगठन का नाम/Organisation Name	Rhq - Er
कार्यालय का नाम/Office Name	Airports Authority Of India, Eastern Region
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Internal Audit
अनुबंध अवधि /Contract Period	2 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	13 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	4
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	4 Days
अनुमानित बिड मूल्य /Estimated Bid Value	330000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	6

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

लाभार्थी /Beneficiary :

SM

Airports Authority Of India, Eastern Region, Airports Authority of India (AAI), RHQ - ER, Ministry of Civil Aviation (Rayaz Ahmed)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	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.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1767098781.pdf](#)

Manpower Hiring For Financial Services - Onsite; Internal Audit (3)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	Internal Audit
Certifications of Professional/Resources required	CA/CMA
Qualification of Professional/Resources required	CA/CMA

विवरण/ Specification	मूल्य/ Values
Total Experience of Professionals / Resources (In years)	As per scope of work
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Rayaz Ahmed	700052, New Operational Complex Airports Authority of India N.S.C.B.I. Airport, Kolkata - 700052	3	<ul style="list-style-type: none"> Number of Months : 2

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

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. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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.
16. 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.
17. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

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

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

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

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

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

---धन्यवाद/Thank You---

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



Tender REF: AAI/RHQ/ PHYSICAL VERIFICATION

**PHYSICAL VERIFICATION OF FIXED ASSETS
AND RECONCILIATION WITH BOOKS OF ACCOUNTS**

**Regional Headquarters Kolkata and all the concerned units of RHQ Kolkata
(As per Annexure-1)**



**AIRPORTS AUTHORITY OF INDIA
REGIONAL HEAD QUARTERS**

NAME OF WORK: “PHYSICAL VERIFICATION OF FIXED ASSETS AND RECONCILIATION WITH BOOKS OF ACCOUNTS” FOR REGIONAL HEADQUARTERS KOLKATA and all the concerned units of RHQ Kolkata, as per Annexure-1.

AAI invites tender from the eligible practising CA/CMA partnership firm/ proprietorship firm/LLP for conducting “Physical Verification of Fixed Assets and Reconciliation with Books of Accounts at select Airports/Units of AAI under the Regional Headquarters Kolkata and all the concerned units of RHQ Kolkata, as per Annexure-1.

The Estimated Cost of the tender is Rs. 3,30,000/- (Rupees Three Lakhs thirty Thousand Only) plus GST (as applicable). The detailed scope of verification, stations to be verified, along with terms and conditions, is available at the URL address <https://gem.gov.in>.

AIRPORTS AUTHORITY OF INDIA
RHQ ER, Kolkata

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General Information: Organization

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

1.4 Sources of Revenue/Income

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

IMPORTANT POINTS TO NOTE

1	GeM TENDER REFERENCE NO.	AAI/RHQ/Physical Verification
2	TENDER INVITED FOR	'Physical verification of fixed assets and reconciliation with books of accounts' at Regional Headquarters Kolkata and all the concerned units of RHQ Kolkata, as per Annexure-1 up to assets as on 31.03.2025.
3	VALIDITY OF THE TENDER	180 days from the last date of submission of bid on GeM portal
4	PUBLISHING OF TENDER DOCUMENTS ON AAI WEBSITE (WWW.AAI.AERO)	
5	START DATE ON GeM Portal	
6	END DATE & TIME ON GeM PORTAL	
7	TIME PERIOD FOR RAISING QUERY BY THE TENDERER	Five working days from the date of publishing tender
8	TIME PERIOD FOR FURNISHING OF REPLY BY THE CONSIGNEE/BUYER	As per GeM provision.
9	TIME & DATE OF OPENING OF TECHNICAL BID	
10	TENTATIVE TIME & DATE OF OPENING OF PRICE BID	After evaluation by the committee
11	WHETHER REVERSE AUCTION (RA) ACTIVATED	As per GeM provisions
12	CORRESPONDENCE DETAILS OF THE BUYER/ CONSIGNEE	Sr. Manager (F&A), AIRPORTS AUTHORITY OF INDIA, RHQ, Kolkata-700052.
13	WEBSITE ADDRESS OF AAI	www.aai.aero
14	CONTACT PERSON	Rayaz Ahmed, SM (FIN), EMAIL- riyazaai@aai.aero, Mob No.- 8961979069 Between 9.30 AM to 6.00 PM (Excluding Govt. Holidays)

NOTICE INVITING ONLINE TENDER

1. Online tenders through e-procurement mode are invited by AAI for **Physical Verification of Fixed Assets and Reconciliation with Books of Accounts** at AAI, Regional Headquarters Kolkata and all the concerned units of RHQ Kolkata, as per Annexure-1.
2. The tender document is made available through Gem Portal mode and open for downloading free of cost from GEM Portal <https://gem.gov.in> during the period as mentioned in NIT.
3. The tender document consists of **two volumes**- Volume I: Technical Bid and Volume II: Financial Bid.
4. The complete tender document shall be submitted online as per tender offer on or before the due date and time of submission. Tender documents through offline mode will not be entertained in any case.
5. The offer (both Technical & Financial) must be valid for a minimum of 180 days from the last date of online submission of offer; otherwise, the offer shall be rejected as non-responsive.
6. Bidding is open to all eligible bidders meeting the eligibility criteria as defined in **Volume I Technical Bid** and bidders are advised to submit below mentioned documents to qualify for opening of financial bid;
 - a) The bidder should submit self-declaration in the covering letter as mentioned in Annexure-6, stating that the bidder has not been blacklisted /debarred by any Government department/agency /falling under the denied entity list of Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.
 - b) All the documents required to meet the eligibility criteria, as per Format along with relevant documents in the Tender Document, Technical Bid shall be uploaded through e- procurement Gem portal after scanning in .pdf format. The Tenderer may submit Self attested copies of the documents. The Tenderer has to produce the original documents for verification before issuing the award letter. Failure to produce the original documents will be treated as void/ non-responsive and is liable to get rejected.
7. The prospective Tenderer shall submit queries, if any, through GeM portal as per the mentioned deadline, so that the queries can be clarified. The bidders' queries will be Clarified through GeM portal only.
8. The last date of online submission of offers will be as per the given date & time as provided in NIT unless otherwise notified. In the event of changes in the schedules, the same will be notified through GEM Portal <https://gem.gov.in>.
9. If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

SCOPE OF WORK

The physical verification of fixed assets / reconciliation of fixed assets capitalised up to 31.03.2025 has to be carried out, as follows, and the corrective actions, if any, have to be reported in the specified format as mentioned below:

1 Physical Verification of Assets and Reconciliation with Books of Accounts

- i. Carrying out the Physical verification of assets, as per AAI Accounting Policy (**Annexure-8**).
- ii. Entries in the Fixed Asset Registers/Schedules are to be reconciled with SAP GL Balance and physical assets at sites. Variations, if any, to be reported in **Annexure-2 (Format-1)**
- iii. Entries in the Fixed Asset Registers / Schedules are to be reconciled with physical Verification report. Shortage /Excess, if any, to be reported in **Annexure-2 (Format-2 and 3)** respectively.
- iv. Unserviceable assets if any, to be reported in **Annexure-2 (Format-4)**
- v. Matching of Assets in Fixed Assets Register and SAP GL of AAI to be reported in Annexure-2 (**Format-5**).

2 The details of the locations of all the concerned units of Kolkata are as under :

- i) Operational Office, Regional Headquarters Building, Kolkata.
- ii) Old Tower offices.
- iii) New Tower Offices.
- iv) CNS Stores.
- v) General Stores.
- vi) Badu Unit
- vii) Bagjola Unit
- viii) Berhempur Unit.
- ix) Nilganj
- x) Old Remote
- xi) New Quarters
- xii) Barasat
- xiii) Saltlake
- xiv) Tarkeswar
- xv) FTC Kolkata
- xvi) All other Units in Kolkata.

Units under Kolkata within 20km, vehicle and necessary entry passes will be provided by AAI. The agency has to give requisition 2days before (official working days) their visit plan.

The Following Units, which are above 20 km from the Regional Headquarters Kolkata, the agency has to arrange their transportation, which is inclusive in the estimate/award value.

- i) Katihar
- ii) Kishanganj
- iii) Malda
- iv) Balurghat
- v) Jamshedpur
- vi) Durgapur
- vii) Asansol
- viii) Barnpur
- ix) Coochbehar
- x) Jogbani
- xi) Behala

REPORTING FORMATS

Format 1					
Difference in Value of Assets in Fixed Assets Register and SAP GL Balance					
Asset ID in SAP	Asset Description	Asset Class	Cost Centre	Value as per SAP GL (Rs.)	Remarks

Report on "Physical Verification and reconciliation of Assets"

Format 2					
Assets found short on physical verification					
Asset ID in SAP	Asset Description	Date of capitalization	Value as per FAR (Rs.)	Value as per physical verification if available (Rs.)	Remarks

Format 3					
Assets found in excess on physical verification					
Asset ID in SAP	Asset Description	Date of capitalization	Value as per FAR (Rs.)	Value as per physical verification if available (Rs.)	Remarks

Format 4						
Survey Action i.r.o. unserviceable assets						
Asset ID in SAP	Asset Description	Asset Class	Value (Rs.)	Whether Disposal Action completed for write-off assets?		Remarks

Format 5						
Matching of Assets in Fixed Assets Register and SAP GL						
Asset ID in SAP	et Description as per SAP	Asset description as per FAR	Asset Class	Cost Centre	Value as per SAP GL (Rs.)	Remarks

Note – All the reports as per Annexure 2 shall be submitted in both in PDF and Excel files.

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through GEM portal, only within the specified period.

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 addendum/corrigendum.

Addendum/corrigendum, if any, will be hosted at GEM Portal and shall become a part of the tender document. All Tenderers are advised to see the GEM Portal for any 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 a reasonable time in which to take the addendum/ corrigendum 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/CANCELLATION OF CONTRACT

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 Contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of action.

AAI reserves the right to cancel the tender/contract without assigning any reason. 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.

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 Auditor shall at all times remain the legal and absolute property of AAI and the Auditor 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 Auditor can be terminated by the Management of AAI without assigning any reason, whatsoever, at any time during the contract period by giving 7 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 AAI management subject to a written appeal by the Auditor to the management whose decision shall be final to the parties hereto.

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

If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration.

8. SIGNATURE OF BIDS/OFFERS

The offer must be duly signed and stamped on each page by the Authorized Representative of the Bidder.

The Firm's (Bidder's) 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.

9. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
10. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
11. Bidder shall have proper infrastructure including laptop, internet connection, stationery, etc. to carry out the work when they are required to work in AAI premises. Authority shall be providing only necessary furniture and electric connection to the Auditor when they are required to work in AAI's premises.
12. The soft copies of the data/information as well as the printouts of the data/information provided during the contract period, shall be the property of AAI and the Auditors shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of AAI at any stage.
13. AAI shall be authorized to make statutory deductions as applicable from the amount payable to the Auditor.

14. The successful bidder shall intimate the names of the persons employed by him or going to employ, who are relatives (wife, husband and dependent parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunts, cousins and their corresponding in laws) of AAI employees.
15. All the above terms & conditions, scope of work and guidelines as mentioned shall form part & parcel of NIT and would be treated as terms and conditions of the contract.
16. The unconditional acceptance letter (Annexure-4), Undertaking (Annexure- 5), Undertaking regarding debarment/ blacklisting (Annexure-6), Proof of "Eligibility Requirement" regarding appointment as per Annexure-7 and Details of Near Relatives working at AAI (Annexure-11) are to be submitted in Technical Bid (Volume-I). In case of any deficiencies & if requisite documents are not submitted in Technical Bid (Volume-I) by the bidder, the concerned bid will be rejected and Financial Bid (Volume-II) of the bidder will not be opened. During evaluation of the bids, AAI may at its discretion ask the Bidders for clarification of their bids, if required.
17. The Audit Assignment will be terminated / cancelled in the following cases:
 - a) If the firms obtain the appointment on the basis of false information / false statement.
 - b) If the firm does not take up audit in terms of appointment letter within 10 days.
 - c) If the firm does not submit the audit report, complete in all respects, as per terms of appointment within stipulated time.
 - d) If the performance of the firm is not found satisfactory.
 - e) If any fraud/embezzlement is detected subsequently and not reported to AAI.
 - f) If the firm does not maintain the confidentiality requirement in terms of professional code of conduct and appoint/utilize the services of those who are not employee/ partner/director of the firm.
18. Payments shall be made on production of original invoices indicating GST No. and after acceptance of the report by the Competent Authority.
19. The Audit firm must be familiarized with the scope of the audit and consider the same before quoting for the tender. To obtain first-hand information on the Assignment and scope, firm may visit concerned section / Physical Verification Team, Regional Headquarters Kolkata and all the concerned units of RHQ Kolkata, as per Annexure-1.
20. Details as per the Technical bid must be submitted.
21. The CA/CMA has to visit all Units (where assets are physically available). A certificate in this regard is to be obtained from local unit heads.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

Bidders to follow the following procedure to submit the bids online through the e-Procurement portal <http://gem.gov.in>.

1. The bidders shall go through the Additional Terms and Conditions (ATC) document and shall comply with each clause of all the sections of the ATC document.
2. Online bids through GeM portal are invited by Airports Authority of India (AAI) for “Engagement of Auditor for conducting Physical Verification of Assets for Regional Headquarters Kolkata and all the concerned units of RHQ Kolkata, as per Annexure-1.
3. Not more than one Bid shall be submitted by a bidder or by a firm of bidders. No two or more concerns in which an individual is interested, as Managing Director/Partner shall bid for the execution of the same works. If they do so, all such Bids shall be liable to be rejected.
4. The tender document consists of two volumes –**Volume-I Technical Bid** (all Technical documents including unconditional acceptance of the offer) and Volume-II – **Financial (Price) Bid**.
5. The offer (both Technical & Financial bid) must be valid for a minimum period of 180 days from the last date of submission of bid on GeM Portal.
6. Bidding is open to all eligible bidders meeting the eligibility criteria as defined in (Annexure-7) Technical Bid and accordingly bidders are advised to submit below mentioned documents in support of eligibility criteria.
 - i) The bidder shall submit self-declaration in the covering letter (**Annexure-6**) stating that the bidder has not been blacklisted/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 & **Annexure-5**.
 - ii) Letter of Unconditional acceptance of the offer as per (**Annexure-4**).
 - iii) All the documents required to meet the eligibility criteria, as per (Annexure-7) in the Tender Document i.e., Technical Bid shall be uploaded through GeM procurement portal after scanning in .pdf format. The bidder may submit self-attested copies of the documents. The successful bidder has to produce the original documents for verification before issuance of letter of award if asked by AAI.
 - iv) Details of Near Relatives working at AAI (**Annexure-11**)
7. Self-declaration needs to be signed by Managing Partner/Senior Partner or by authorized signatory(s) authorized by the Partner to sign the document. Bidder should do Online Enrolment in this Portal.
8. Bidder then login into the portal giving user id / password chosen during enrolment.
9. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.

10. Bidder should consider of the corrigendum published before submitting the bids online.
11. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS formats. If there is more than one document, they can be clubbed together.
12. Tenderer is required to submit their tender through online in the form of Two Cover System on or before scheduled bid due date of closing and time as notified in NIT. The tender received after the due date and time will not be entertained.
13. The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids.
14. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
15. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 as per Gem DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
19. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
20. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
21. Tenderer should submit the tender for Physical Verification of Fixed Assets and Reconciliation with Books of Accounts” under Regional Head Quarters, REGIONAL HEAD QUARTERS Kolkata and all the concerned units of RHQ Kolkata, as per Annexure-1 in accordance with the Instructions to Bidders and Terms & Conditions of Tender.

Tender shall be submitted in two bid system as mentioned below:

Following two bids shall be submitted through online at GeM-portal by the bidder.

TECHNICAL BID

The Technical bid shall contain:

1. Unconditional Acceptance Letter. **Annexure-4**
2. Undertaking as per **Annexure-5**
3. Undertaking regarding debarment/blacklisting as per **Annexure-6**, duly signed & stamped by the Authorised signatory of the firm.
4. Proof of “**Eligibility requirements**” regarding appointment as per **Annexure-7**.
5. Details of Near Relatives working at AAI (Annexure–11)

Note: Technical bid containing financial quotes will be summarily rejected.

For and on behalf of
AIRPORTS AUTHORITY OF INDIA
Designation: SM (F&A)
Regional Head Quarter,
Kolkata-700052
Extension: 4817

UNCONDITIONAL ACCEPTANCE LETTER
TO BE SUBMITTED IN E-TECHNICAL BID IN COVER 1

(Refer Clause for technical bid of NIT)

To,

General Manager (Finance)
Airports Authority of India
Regional Headquarters
Eastern Region,
Kolkata 700052

Subject: - ACCEPTANCE OF AAI's E -TENDER CONDITIONS

Sir,

1. E-tender documents have been downloaded by me. I/we hereby certify that I/we have inspected and read the entire terms and conditions of the e-tender documents made available to me/us which shall form part of the contract agreement and I / we shall abide by the conditions / Clauses contained therein.
2. I/We hereby unconditionally accept the e-tender conditions of AAI's e-tender documents in its entirety for the above services.
3. The contents of Additional Terms & conditions and guidelines of the NIT of the E-Tender Documents has been noted wherein it is clarified that AAI reserves the right to reject the e-tenders without assigning any reason thereto.
4. I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of AAI asks for bribe/gratification, I/We will immediately report it to the appropriate authority in AAI.

Yours faithfully,

Date: _____
(Signature of the e-tenderer)

UNDERTAKING TO BE SUBMITTED BY BIDDER'S (ON LETTER HEAD)

I/ we, _____, Proprietor/Partner/Legal Attorney/Director/
Accredited Representative of _____, solemnly declare that:

1. I/We am/are submitting Offer/Bid for the work of _____
_____ against NIT No./ Tender ID _____ Dated _____ and I/We offer to
execute the work in accordance with all the terms & conditions of the bid.

2. Myself/Our Partners/Directors don't have/had any relatives as employees of the Airports
Authority of India.

(In case have/had any relative as an employee of the Airports Authority of India, the same to be
declared in Annexure 11)

3. All copies of documents, credentials and documents submitted along with this Bid are genuine,
authentic, true and valid.

4. I/We hereby authorise the department to seek references/clarifications from the Bankers and/or
other departments/statutory bodies.

5. We hereby undertake that we shall register and obtain license from the Competent Authority
under the Contract Labour (Registration and Abolition Act) as relevant, if applicable.

6. *I/We hereby confirm that we have registration with CMPF/EPF Authorities. We shall make
necessary payments as required under law.

Or

*I/We hereby undertake that we shall take appropriate steps for registration as relevant under
CMPF/EPF Authorities. We shall make necessary payments as required under the law. (***Delete
whichever is not applicable**)

7. I/We have not been banned or delisted by any Govt. / Quasi Govt. Agencies or PSUs (In case of
joint venture all partners are covered).

8. If any information and document submitted is found to be false/incorrect at any time, authority
may cancel my/our Bid and action as deemed fit may be taken against me/us, including
termination of the contract, forfeiture of all dues including Earnest Money and banning/delisting
of our firm and all partners of the firm etc.

Signature (with Stamp of Firm): _____

Name & Designation of Authorized Signatory: _____

Date _____ Place _____

UDERTAKING REGARDING DEBARMENT / BLACKLISTING

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

- (i) Our firm is not restrained/ debarred/ blacklisted by AAI or Central/ State Govt. Depts./ PSUs/ World Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal.
- (ii) None of Proprietor/ Partners/ Board Members/ Directors of M/s..... (Name of firm) has remained Proprietor/Partner/Board Member/Director in any firm which stands debarred/blacklisted by AAI or Central/State Govt. Depts./PSUs/World Bank/ADB etc. and the debarment is not in force as on last date of submission of proposal.
- (iii) Our firm understands that at any stage, if above statements are found to be false, our firm shall be liable for debarment from bidding in AAI, apart from any other appropriate contractual legal action including debarment/blacklisting, termination of the contract etc. as deemed fit.

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

Date:

Place:

Note: Above undertaking is to be given on firm's letter head.

Technical Bid**1) Eligibility Criteria**

S. no.	Minimum Eligibility Requirement	Supporting Document to be submitted
1.	The Bidder should be practicing CA/ CMA Partnership Firm/ Proprietorship Firm/LLP having registered office in India.	Self-Certified copy of Registration and valid Certificate of Practice issued by Institute of Chartered Accountants of India/Institute of Cost and Management Accountant of India.
2.	Financial Capacity The Bidder should have average annual gross receipts/turnover (total of consultancy fees/ Professional fees, filing fee etc. charged in the process of usual business but excluding other Income) of Rs. 13 Lakhs (thirteen Lakhs Only) during the last 3 (Three) financial years (i.e. 2022-23, 2023-24, 2024-25).	Audited financial statements of the bidder (Balance Sheet, Income & Expenditure Account /Profit & Loss Account) along with ITR copies duly self-certified for these three years. (i.e. 2022-23, 2023-24, 2024-25).
3.	The bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.	Self-declaration. (Annexure - 6)
4.	The Bidder should have a valid PAN & GST registration number.	Self-attested Copies of PAN/GST registration certificate.
5.	The entity should have been operational in India for last five Financial Years as on 31.03.2025 (w.e.f. Financial year - 2020-21 to 2024-25)	Self-attested Copies of valid COP (Certificate of Practice) for these five years as on 31.03.2025 (w.e.f. Financial year - 2020-21 to 2024-25).
6.	The Bidder should have at least three-year experience during last five financial year in Physical verification of Fixed Assets Audit at Public Sector undertakings/Public Sector banks having annual turnover of Rs.500 crores or more	Self-attested copies of Award letter or Client certificate showing details such as nature of work done, value of work, date of completion as per agreement, actual date of completion and satisfactory completion of work. 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 should be submitted as Proof of execution of services/other credentials.

7.	The bidder should have full-time office in Kolkata.	Proof of address, Ownership documents, lease/rent deed, electricity/water bill etc. to be submitted.
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Note: Scanned copies of supporting documents in r/o above must be enclosed and the same need to be duly stamped and signed by authorized signatory in support of self-attestation.

1) Technical Evaluation criteria: -

The Bidders/Applicants should fulfill the Eligibility Criteria for participating in the tender. Evaluation will be done only for the bidders satisfying all the parameters of eligibility criteria.

-

FINANCIAL BID

This Financial Bid is called through the electronic process and can be downloaded from the e-tender portal with URL address <https://gem.gov.in>. **Please note that submission of the Financial Bid is essential and can only be uploaded through the e-tender portal <https://gem.gov.in>.**

For and on behalf of
AIRPORTS AUTHORITY OF INDIA
Designation: SM (F&A)
Regional Head Quarter,
Kolkata-700052
Extension: 4817

Financial Bid Evaluation

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

The price shall be firm and inclusive of all applicable taxes & duties **except** GST as applicable. GST is required to be quoted separately in the price bid. Non-quoting of GST separately in the price bid will be deemed to be included in the price quoted. Thus, additional claim on account of GST shall not be entertained at any cost. This may be noted that AAI to avail GST (ITC) against the payment.

While quoting the price, the bidder shall consider all expenses, **including** traveling, boarding, conveyance & other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by AAI on account of Scope of Work provided in tender. Rate quoted shall be firm & shall not be quoted with price variation / discount clause etc.

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

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

For and on behalf of
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SIGNIFICANT ACCOUNTING POLICIES TO BE NOTED

Expenditure incurred on procurement of arms/ammunition for CISF, which is dealt by NASFT [National Aviation Security Fee Trust], is not forming part of Fixed Assets.

- I. Part completion of works/projects and put to use are to be capitalized based on the technical assessment.
- II. Expenditure not represented by AAI Assets is charged off as Revenue expenses.
- III. Pre-project expenditure in case of abandoned works and expenditure incurred for foreclosed and abandoned works are charged off as Revenue expenses.
- IV. Fixed Assets, which have been fully depreciated, are shown at residual value of Re.1/- till disposal.
- V. Any non-monetary asset acquired from State Government free of cost is valued at nominal value of Re.1/- for each type of asset.
- VI. Wherever land is sold / transferred / disposed-off and the specific value of such land is not available, it is valued at average cost of acquisition, except in cases where it is acquired free of cost.
- VII. Direct revenue expenditure of exclusive Project Division handling capital projects are capitalized along with the completion cost of the work(s).
- VIII. The interest on mobilization advance in respect of project is set off against the project expenses.
- IX. Interest on borrowings for projects is capitalized up to the date of capitalization.
- X. Computer Software (not being an embedded software in the equipment) which is put to use and is expected to provide future enduring economic benefits is recognized as Intangible Assets and amortized on straight line basis over a period of five years or license period of the software whichever is earlier. However, where such computer software is still in development stage, costs incurred during the development stage of such software are accounted as "Intangible Assets under Development".
- XI. Expenditure on Research & Development, other than on capital account, is charged to revenue.
- XII. Physical Verification of Fixed Assets

The Physical Verification of Assets is carried out every year.

OPENING OF TENDER

i. A proposal shall be considered responsive (after getting required clarification / documents if any as mentioned in Technical Bid) if -

- a) It is received by the proposed Due Date and Time.
- b) It contains the information and documents as required in the Tender Document.
- c) It contains information in formats specified in the Tender Document.
- d) It mentions the validity period as set out in the document
- e) It provides the information in reasonable detail. AAI reserves the right to determine whether the information has been provided in reasonable detail.
- f) There are no significant inconsistencies between the proposal and the supporting documents.
- g) The Technical qualification conforms to as specified in the eligibility criteria in the tender.

A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.

ii a) The E-Mail offers will be treated as defective, invalid, and rejected. Only detailed, complete offers received online prior to the closing time and date of the tenders will be taken as valid.

b) Only one chance will be given to the bidders after the closing date to complete the submission by providing required documents/shortfalls in documents in the GeM portal.

c) AAI would have the right to review the Technical Qualification and seek clarifications wherever necessary. AAI reserves the right to call for any other details or information from any of the bidder(s) through the GeM portal.

d) AAI reserves the right to extend the date of receiving/opening of the bids.

e) AAI reserves the right to reject any tender or tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by AAI in respect of such Tenders.

iii a) The Financial bid of those bidders who are technically qualified shall be opened after technical evaluation, and bidders will be intimated later through GEM Portal.

b) 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. The Financial Bids of the technically qualified bidders shall be opened as per GeM portal, on a specified date and time and Venue, to be intimated to the Technically Qualified bidders through GeM.

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

- d) AAI reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- e) The decision of AAI in all matters regarding the Engagement of Chartered Accountants/ Cost and Management Accountants Firm for the Physical Verification of Fixed Assets will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the AAI in this regard.

Note: -

1. The Technical bid submitted by the bidder shall comprise:
 - a) Unconditional Acceptance Letter as per **Annexure-4**
 - b) Undertaking as per **Annexure-5**
 - c) Undertaking regarding debarment/blacklisting as per **Annexure-6**, duly signed & stamped by the Authorized signatory of the firm.
 - d) Proof of “**Eligibility requirements**” regarding appointment as per **Annexure-7**.
 - e) Declaration in respect of near relatives working in AAI, as per **Annexure-11**.
2. Documentary Evidence
 - i. Technical bid of only those bidders will be evaluated whose 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. 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).
6. During evaluation of the bids, if required, 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.
7. Decision of AAI in all matters regarding appointment of Auditor, 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 inquiries shall be entertained by AAI in this regard.

SPECIAL TERMS AND CONDITIONS –

1. PERIOD OF AUDIT

The engagement of the Auditor is for “Physical Verification of Fixed Assets and Reconciliation with Books of Accounts” at select Airports/Units of AAI under the REGIONAL HEAD QUARTERS Kolkata and all the concerned units of RHQ Kolkata, as per Annexure-1.

2. PAYMENT TERMS

The invoice may be raised by the respective bidder for this work after approval of report by the Competent Authority. Payments shall be made on production of original invoices indicating GST No. of AAI, i.e., **19AAACA6412D1Z5**. No Advance shall be paid by AAI. The payment shall be released after the submission of the report as per Annexure 2 and acceptance of the reports and subject to approval of Competent Authority.

All payments shall be subject to recoveries towards statutory deductions and a 5% deduction of the security deposit. The payment will be made by electronic transfer.

As AAI, RHQ(ER) is in the process of separate GST Registration, if the new GST Registration number is allotted, the same will be intimated for raising of Tax Invoice.

3. SECURITY DEPOSIT

The Successful bidder shall be required to pay 5% of the contract value towards the security deposit. SD so required can be deposited by the bidder or can be deducted by AAI from the applicable payments. The SD amount so recovered/deposited will be released after 6 months from the acceptance of the reports as per Annexure 2. No any interest shall be paid on SD deposited by the party.

4. The above bid amount is inclusive of professional fees, TA/DA, conveyance, lodging & boarding, etc., except GST/applicable taxes. No other payment shall be made except the amount quoted above. The payment shall be released after acceptance and approval of the report by the Competent Authority after 5% deduction as Security Deposit.

5. The audit team should consist of minimum of 1 no. of fully qualified CA/CMA and 2 nos. of Semi-qualified CA/CMA assistants.

6. **REPORT SUBMISSION:** The auditor has to complete the audit within 60 days from the award of the work. The draft Audit report is to be submitted to the General Manager (Finance) within 07 days from the end of the audit after an exit meeting with General Manager (Finance). Immediate corrective action after the exit meeting may be taken to cover the deficiency in the Audit, if any, for acceptance of the audit report. The final Audit Report shall be submitted within 05 working days from the date of communication. The Physical Verification report, along with

relevant information, should be submitted in the both PDF and Excel formats. No statement other than the prescribed format will be accepted, and no payment will be made till the acceptance of the report by the Competent Authority. The auditor has to submit detailed content of the audit carried out in the respective format for the better understanding of the management, as well as for making decision systematic improvement. **Reporting may be made in the desired format made in the Google sheet.**

7. **PENALTY:** - If Physical Verification is not conducted and Audit Report is not submitted as per the requirement, no payment will be made till the report is complete in all respects and is submitted to the competent authority for acceptance. A penalty @2% of the awarded value of the contract per week, to a maximum of 10% of the awarded value, will be levied for the delay in submission of report beyond the prescribed period of time. Delay in finalization of Physical Verification and submission of Audit Report, for reasons beyond the control of the Auditors, may be condoned with the approval of the Competent Authority at RHQ.

For and on behalf of
AIRPORTS AUTHORITY OF INDIA
Designation: SM (F&A)
Regional Head Quarter,
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Extension: 4817

SOP for conducting “Physical verification / Reconciliation of Fixed Assets”

1. The senior partner of Firms appointed for conducting “Physical Verification of Fixed Assets (with FAR, SAP Report and physical assets at sites) for REGIONAL HEADQUARTERS Kolkata and all the concerned units of RHQ Kolkata, as per Annexure-1 at Kolkata (RHQ)”, along with his team members, will approach various departments and discuss the Scope of work.
2. Department Heads, after discussion, will inform and coordinate with all the Officials to keep the records as requisitioned by the firm and ready for their inspection/verification/Auditing as per the schedule submitted by the firm.
3. Department Heads will immediately detail a Nodal Officer from the Section /Department to coordinate with all other Officers/Officials to carry out the assigned work smoothly.
4. The physical verification report of previous years needs to be made available to the firm immediately. All the Section Head may instruct the concerned Nodal officer to provide the Physical Verification Report and Fixed Asset Register to the Audit Team on arrival.
5. The Fixed Asset Register (FAR) collected from the different directorates/units also be submitted as supporting documents along with the reports as per Annexure 2 and duty linked with the reports/reconciliation statement.

LIST OF NEAR RELATIVES EMPLOYED IN AIRPORTS AUTHORITY OF INDIA

Sl.No.	Name of the employee	Designation	Relationship with tenderer(s)	Place of Posting

SIGNATURE OF TENDERER

1. In case of NIL report, the Performa must be filled with NIL report and submitted duly signed by the Authorised Signatory.
2. In case the above space is not adequate, the details, additional sheets duly signed by the Authorized signatory, may be attached.

Proforma of Agreement

(To be executed on a stamp paper of Rs.100/- to be obtained by the bidder in its name)

Agreement No. _____

This AGREEMENT (herein after called the “Agreement”) is made on the _____ day of the month of _____ 2026, between AAI (hereinafter called the “**AAI**” which expression shall include their respective successors and permitted assigns, unless the context otherwiserequires) and,

_____ (hereinafter called the “**AUDITOR**” which expression shall include their respective successors and permitted assigns).

WHEREAS

- a. AAI issued a tender vide NIT No. **AAI/RHQ/PHYSICAL VERIFICATION /2025-2026 dated.....** for Physical Verification of Fixed Assets and Reconciliation with Books of Accounts” at select Airports/Units of AAI under REGIONAL HEADQUARTERS KOLKATA and all the concerned units of RHQ Kolkata, as per Annexure-1.
- b. Auditor submitted its proposals for the aforesaid work, whereby the Auditor represented to AAI that it had the required professional skills, and in the said proposals, the Auditor also agreed to provide the Services to AAI on the terms and conditions as set forth in the tender and this Agreement; and
- c. AAI, on acceptance of the aforesaid proposals of the firm, awarded the audit to the Auditor vide its Letter of Award dated (the “LOA”); and
- d. In pursuance of the LOA, the parties have agreed to enter into this Agreement.

Now, therefore, the parties hereto hereby agree as follows:

1. **Scope of work and deliverables:** The scope of work shall be as per details given under clause “Scope of Work” in tender document.
2. **Terms of Payment:**
 - I. While making the payment, statutory deductions as applicable and security deposit @ 5% (Annexure 9) shall be made by AAI.
 - II. AAI will make the payment through e-mode only to Auditor’s Bank account as per the e-payment details submitted in the tender document.
3. **Commencement and Completion**
 - A. **Effective date of Agreement:** This Agreement shall come into force and effect on the date of this Agreement (the “Effective Date”). All terms and conditions given in the above-mentioned tender shall be treated as an integral part of this agreement.

- B. **B. Commencement of Services:** The Auditor shall commence the Services within a period of 10 (Ten) days from the date of Letter of Award (LOI), unless otherwise agreed by the Parties, in writing.
- C. **Completion of Services:** The time schedule for completion of various elements of services will be 60 days from the commencement of work.

4. ***Confidentiality***

- a) Auditor shall treat all matters in connection with the Contract as strictly confidential and undertakes not to disclose, in any manner whatsoever, information, documents, technical data, experience, etc., given to him by AAI without the prior written consent of AAI.
- b) Auditor further undertakes to limit the access of confidential information to those of its employees, Implementation Partners, etc. who reasonably require the same for the proper performance of the Contract and the Auditor shall ensure that each of them has been informed of the confidential nature of the information and made aware of the confidentiality and non-disclosure clause stated at Clause 4(a).

5. ***Expiration of Agreement***

Unless terminated earlier, this Agreement shall, unless extended by the Parties by mutual consent, expire upon expiry of a period of 90 (ninety) days from the delivery of the final deliverable as per clause “**Terms of Payments**” in tender document.

6. ***Termination of Agreement***

- a. AAI reserves the right to terminate the contract on occurrence of any of the following events:
- i. Any document, information, data or statement submitted by the firm in its Proposals, based on which the Auditor was considered eligible or successful, is found to be false, incorrect or misleading;
 - ii. The Auditor fails to commence services as required under this agreement.
 - iii. The Auditor fails to complete any of the required services as per the tender due to which AAI fails to meet statutory time limit for finalization and submission of Physical Verification Report.
 - iv. The Auditor fails to perform as per the scope of the audit.

7. ***Liabilities:***

Without prejudice to any express provision of this contract, Auditor shall be solely responsible for any delay, lack of performance, breach of agreement, and/or any default under this contract. Auditor shall remain liable for any damages due to its gross negligence within the next 18 months after the issuance of the provisional acceptance certificate of the contract. The amount of liability will be 100% of the contract value.

8. ***Force Majeure:***

If at any time during the existence of this contract either party is unable to perform in whole or in part any obligations under this contract because of war, hostility, military operations, civil commotion, sabotage, quarantine, restrictions, acts of God and acts of Government (including but not restricted to postponement or deferment of implementation of Ind AS), fires, floods, explosions, epidemics, strikes, or any other labour trouble, embargoes, then the date of fulfilment of any obligations engagement shall be postponed during the time when such circumstances are operative. Any waiver/extension of time in respect of the delivery of any installment or part of the service shall not be deemed to be waiver/extension of time in respect of the remaining deliveries.

If operation of such circumstances exceeds three months, either party will have the right to refuse further performance of the contract, in which case neither party shall have the right to claim eventual damages.

The party that is unable to fulfill its obligations under the present contract must within 15 days of occurrence of any of the causes mentioned in this clause shall inform the other party of the existence or termination of the circumstances preventing the performance of the contract. Certificate issued by Chamber of Commerce or any other competent authority connected with the case shall be sufficient proof of the existence of the above circumstances and their duration. Non-availability of professional manpower will not be an excuse to the Physical Verification or for not performing their obligations under the Contract.

9. ***Settlement of Disputes: -***

A. ***Amicable settlement***

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

B. ***Dispute resolution***

- i. The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute. Any dispute, difference or controversy of whatever nature how so ever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either party to the other Party (the “**Dispute**”) shall, in the first instance, be attempted to be resolved amicably within thirty (30) days of notice. After the expiry of the said period of notice of ‘dispute’ without any written amicable settlement, it shall be deemed that such a dispute is not resolvable by amicable settlement. However, at any time, both parties can extend the said period of 30 days by mutual agreement in writing.

10. **Arbitration**

- a. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be appointed by the competent authority of AAI. The provisions of Arbitration and Conciliation Act 1996 shall apply to such arbitration proceedings.

The venue of arbitration shall be Kolkata.

- b. This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder.

In witness whereof, the parties have executed these presents in the day and the year first above written.

Signed and delivered for and on behalf of

M/s _____

(Authorized Signatory)

Date : _____ Place: ____ IN PRESENCE OF TWO WITNESSES

1. _____

2. _____