

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	06-03-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	06-03-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (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	Dholera International Airport Company Limited
कार्यालय का नाम/Office Name	382010
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Tax Advisory
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 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),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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 विवरण/Bid Details	
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	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
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	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	31270
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15

1. 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.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

3. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

4. 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.

5. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

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 DOCUMENT ATTACHED

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

Scope of work to be uploaded by buyer:[1770985288.pdf](#)

Financial Advisory Services - Onsite; Tax Advisory (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing Income Tax Returns , Filing TDS
Financial Advisory Reports	Yes
Frequency of Progress Report	QUARTERLY AND YEARLY
Type of Professional/Resources required	Chartered accountant

विवरण/ Specification	मूल्य/ Values
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	CHARTERED ACCOUNTANT
Total Experience of Professionals / Resources (In years)	More than 10 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

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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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Devang Pramodbhai Vyas	382010,3rd Floor, A2 Wing, Block-1, Karmayogi Bhavan, Sector 10A, Gandhinagar, Gujarat-382010	Project / Lumpsum Based	N/A

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

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---

SPECIAL CONDITIONS OF THE TENDER

Name of Work: Income Tax Returns Filing and Consultancy

A. Scope of Work:

1. Schedule of Quantities

Item No	Item Name	Unit	Quantity	Rate	Amount	Remarks
A	B	C	D	E	F = D x E	G
1	Filing of Quarterly TDS/ TCS Return					
1.1	24Q	Each	4			
1.2	26Q	Each	4			
2	Filing of Annual Income Tax Return	Each	1			
	Total				Total of Column F	

2. Detailed Descriptions of Items:

Item 1. Filing of Quarterly TDS/ TCS Return:

- Verification and validation of information provided by company for filing of TDS/ TCS return
- Preparation and filing of TDS/ TCS return in relevant Govt portal
- Preparation and submitting to the Company required TDS challan for remittance to Govt treasury
- Reconciliation of return with company books of accounts
- Downloading and providing to company TDS/ TCS certificates in Form-16/ 16A
- Keeping a watch on the status of filed returns, notices received, etc on relevant Govt portal and intimating the Company about such developments and advising/ carrying out corrective course of action required to be taken by the Company within time and in required manner

- Rectification/ revision of return in case of notice/ query from Income Tax Department
- Replying/ representing in case of notice/ query from Income Tax Department
- Any other work incidental to successful filing of return

Item 2. Filing of Annual Income Tax Return:

- Reconciliation of 26AS with company books of accounts
- Advance/ Self-Assessment Tax calculation, obtaining company approval and preparation and submission to the Company required challan for remittance to Govt treasury
- Preparation of IT return in accordance with company records and applicable IT rules and filing the prepared return on portal
- Keeping a watch on the status of filed returns, notices received, etc on IT portal and intimating the Company about such developments and advising/ carrying out correcting course of action as required to be taken by the Company within time and in required manner
- Rectification/ revision of return in case of notice/ query from Income Tax Department
- Any other work incidental to successful filing of return

Item 3. Handling of Income Tax Orders, Notices, etc:

- Preparation and filing of reply or appeal or other necessary documents, representation before IT authorities on behalf of company, and other similar works as required in response to Assessment/ Re-assessment Orders, Demand Notices/ Query, etc raised by Income Tax Department

3. Key Points to be Noted:

- i. The consultancy will include ensuring compliance of Income Tax laws/ by-laws/ rules/ regulations, etc and meeting deadlines by updating the Company well in advance for implementation and by advising suitable course of actions, suo-motto or in reply to queries raised by company officials or Income Tax Department. It will also include giving opinion on applicability of TDS/ TCS/ IT, exemptions, deductions, rates, sections of IT Act, etc as and when required for

correct processing of invoices/ bills or correct accounting by the Company. This requirement will be an integral part of each of the item to be executed.

- ii.** The quoted charges will be for successful filing/ submission with successful closing of the cases under question free of notices of error/ omission/ or requirement of revision/ rectification/, etc. In case of any such requirement arising, necessary action for such revision/ rectification/ supplementary submission/ representation, etc will be part of the execution of the item. No additional fees will be paid for revised or rectified or supplementary filing/ submission.
- iii.** The above scope of work is only indicative and there may be additions or exclusions as per requirements of the Company. The decision in this regard shall be taken by the Company management.
- iv.** The work shall be conducted by competent representative of the Consultant. No subletting/ outsourcing of the work to another agency/ professional shall be permitted. No conveyance shall be arranged by the Company for the Consultant for visiting company office on any other place in Ahmedabad/ Gandhinagar. The Consultant shall have to make their own travel arrangements.
- v.** All the information or documents provided to the Consultant shall remain the property of the Company and all rights shall vest with the Company. The Consultant shall, not later than termination or expiration of the Agreement, deliver all such documents to the Company, together with a detailed inventory thereof. The Consultant shall not use these documents for purposes unrelated to the consultancy work without the prior written approval of the Company.
- vi.** All the information provided to the Consultant by the Company or collected or generated by the Consultant in connection with the affairs of the Company shall be treated as confidential and shall not be divulged by the Consultant, either during the term or after the expiration or termination of the Agreement. Such information shall include relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by the Company to the Consultant; any information provided by or relating to the Company, its technology, technical

processes, business affairs or finances or any information relating to the Company's employees, officers or other professionals or suppliers, customers, or contractors of the Company; and any other information.

- vii. In case, the task is concluded without successful completion or left incomplete resulting in penalty or other monetary loss to the Company, the Company will have the right to recover the losses from the payables to the Consultant.
- viii. Only 80% of the quoted rate for an item will be paid after filing and on successful processing of returns under IT Act. Balance 20% will be paid when the concerned case is successfully closed without error or demand or notice etc and clear report is received from Income Tax Department.
- ix. Statutory fees/ charges paid by the Consultant in execution of the items will be reimbursed on production of receipts or challans or other proofs of payment. Such payments will not be part of the quoted rates. No other charge or expenditure will be payable over and above the quoted rates.

B. Eligibility Conditions and Technical Documents to be Submitted:

The bidder should currently be in practice and must have experience in the field of similar nature jobs and resources as per following table. The supporting document requirement is also specified in the table below.

Sl No	Qualification Criteria	Specific Requirement	Documents Required
i.	Registration	The bidder should have been registered with ICAI as a Practicing Firm for a period of at least 15 years as on the last date of bid submission.	Certificate of Registration/ Approval Letter issued by ICAI
ii.	Experience	The bidder should, during last three years from the date of publishing of this tender document, have completed similar assignments of minimum three public/ private limited companies or government board, corporation, trust, etc.	Copies of completion certificates issued by service recipients alongwith copies of work orders/ letters of award/ appointment orders or board resolutions. In the absence of completion

			certificate, copies of invoices raised by the bidder and TDS certificate or pay order issued by the service recipient or any such proof of payment may be enclosed with the work orders.
iii.	Financial Strength	The bidder must have an average annual revenue of Rs 50 Lakh or more from professional services during last three Financial Years i.e. 2022-23, 2023-24 and 2024-25.	Certificate from a Chartered Accountant with UDIN
iv.	Human Resources	The bidder must have minimum four qualified Chartered Accountants as partners/ full time employees each of which should be associated with the bidder for at least two years as on date of publication of this quotation document.	Certificate of Practice of incumbents and proof of association with the bidder such as partnership deed in case of partners and joining letter, pay slips, TDS certificates, etc in case of full time employees
v.	Registered/ Branch Office	The bidder must have a fully functional office in Ahmedabad/ Gandhinagar and all the services shall be provided by the bidder only from such office.	Any government approved valid address proof such as bank statement, telephone/ electricity/ water bill, GST or other registration certificate, etc alongwith a declaration on the letterhead that all the services will be provided and all the correspondence

			shall be made only through this address.
vi.	GST	Bidder must have valid GST Number	GST registration certificate
vii.	Disqualification	The bidder should not have been black-listed or de-barred by Central/ State Government Department/ Public Sector Undertaking for any contract executed in past.	Declaration by the bidder as per Appendix I of this quotation document on letterhead under seal and signature of authorized signatory
viii.	Unconditional Acceptance	Unconditional Acceptance of terms and conditions regarding the work	Letter by the bidder as per Appendix II of this quotation document on letterhead under seal and signature of authorized signatory
ix.	Others	Any agency, in itself or having any common partner with another agency, having taken up any audit assignment of the company at within one year before publishing of this tender will not be eligible to apply.	Not applicable

Notes:

- i. All the original documents should be issued under signature and seal by the authorized signatory of the bidder and photocopies of documents should also be attested under signature and seal by the authorized signatory of the bidder. All the alterations, omissions, additions, or any other amendments made anywhere in the documents are also to be signed by the authorized signatory. Documents not signed/ attested or signed/ attested by an unauthorized person can be considered as inadequate and consequently rejected by the scrutiny authority of the Company. The authorized signatory can be the proprietor, in case of a proprietary firm; or a partner, in case of a

partnership firm and/ or a limited liability partnership; or a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation. A copy of the Power of Attorney certified under the hands of a partner or director of the bidder and notarized by a notary public in the form specified in this tender document shall accompany the bid.

- ii. The sufficiency/ appropriateness/ adequacy of any document based on the content shall be decided by the scrutiny authority of the Company. In case of any ambiguity or doubt, the decision of the scrutiny authority of the Company shall be final and binding on the Bidders.
- iii. The documents submitted shall be subject to verification from the issuing agency by DIACL. Complete and unquestionable authority to decide on suitability and adequacy of the experience and fulfillment of other eligibility criteria based on the documents submitted by the bidder shall rest with the Company and the decisions of the Company shall be binding on the bidder.

C. General Terms and Conditions of Work:

1. The quoted and agreed prices shall be inclusive of all expenses, charges, taxes, etc and to be expressed only in Indian Rupees (INR). GST at a rate of 18% shall be considered inclusive in the quoted prices. All the calculations shall be done accordingly. No payment over and above the quoted rates shall be made. However, fees paid on behalf of company to a statutory body for carrying out an assigned work and permitted incidental expenses incurred during the course of work shall be reimbursed. Further, in case of visit outside Ahmedabad and Gandhinagar to represent company with prior approval of competent authority, travelling and out of pocket expenses and miscellaneous expenses in accordance with company policies will be reimbursed. Such reimbursements shall be made on actual basis i.e. without adding any service charge, profit or any other charge whatsoever on production of relevant receipts, bills, etc.
2. Chief Financial Officer of the Company shall be the Officer-In-Charge of the work. After successful bidding, the Agency should contact Officer-In-Charge or his designated officer immediately who will arrange to hand over the work to the Consultant.
3. After selection, a Letter of Award (the "LOA") shall be issued by the Company to the successful bidder or the selected bidder and the selected bidder shall, within the time

period specified in the LOA, if any or otherwise within 7 (seven) days of the issue of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected bidder is not received by the stipulated date, the Company, unless it consents to extension of time for submission thereof, reserves the right to offer the assignment to the next lowest bidder at the sole discretion of the Company. After acknowledgement of the LOA as aforesaid by the selected bidder, the selected bidder shall execute a contact agreement as per the format provided in Appendix III of this tender document within the time period specified in the LOA, if any or within fifteen days of issue of the LOA. The selected bidder shall not be entitled to seek any deviation in the agreement. If the selected bidder fails to sign the agreement as specified herein, the Company may invite the next lowest bidder for negotiations. The tender document, corrigenda to the tender document, if any, LOA, or any correspondence in regard to the bid or the assignment alongwith their annexures, appendices, schedules, etc, if any shall be an integral part of the agreement. The stamp papers of INR 300/- shall be provided by selected bidder at own cost. Original agreement shall be retained by the Company and a certified copy shall be made available to the selected bidder (the "Consultant"). The Consultant shall commence the services at the project site within 15 (fifteen) days of the date of signing of the agreement, or such other date as may be mutually agreed upon between the Company and the Consultant. If the Consultant fails to commence the assignment as specified herein, the Company may unilaterally terminate the agreement and invite the next lowest bidder for negotiations.

4. The period of contract shall be one year. In view of exigencies, the contract may be extended by a suitable period by competent authority of company at discretion at same prices and other terms and conditions.
5. The contract can be terminated by company by giving one-month notice without assigning any reason thereof. However, the Company reserves the right to terminate the services of the Consultant if not found satisfactory with giving shorter period notice. Further, the Company may at any time terminate the contract by giving shorter period notice, if the Consultant becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Consultant, provided that

such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Company.

6. If at any time after acceptance of the tender or during the progress of work the purpose or object for which the work is being done changes due to any supervening cause and as a result of which the work has to be abandoned or reduced in scope, a notice to effect the same shall be given to the Consultant and the Consultant shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which might have been derived from the execution of the work in full but which is foregone in consequence of the foreclosure of the whole or part of the work.
7. There shall be no liability on the part of the Company to pay any compensation arising out of any dispute, accident etc. for official work of company. The Consultant will be fully responsible for safety, security and coordination at company. Nothing extra will be paid to the Consultant on this account.
8. Payment shall be made by the Company on quarterly basis upon receipt of valid invoice alongwith necessary supporting documents, receipts of statutory payments and other permissible expenses, etc after successful submission of returns for that particular period. Deductions as per applicable statutory norms shall be made.
9. In case of delay in completion of services or in case of any failure of performance of specified tasks or a deficiency or default or otherwise that is the result of negligence or lack of due diligence on the part of the Consultant, the consequential damage caused by such act of the Consultant shall be quantified by the Company in a reasonable manner leading to imposition of liquidated damages in respect of same subject to a maximum of 10% (Ten per cent) of the Agreement Value including GST. The Company reserves the right to recover such liquidated damages from the Consultant by way of deduction from any amount payable to the Consultant or appropriation of performance guarantee or security deposit, etc. In addition to the liquidated damages not amounting to penalty, warning may be issued to the Consultant for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Company, other penal action including debarring for a specified period may also be initiated as per policy of the Company.

10. Any or other communication to be given by any Party to the Other Party under or in connection with the matters covered under the Agreement shall be in writing and in English language addressed to designated person and shall be given by e-mail or facsimile (with confirmation) or by registered or certified mail, or by courier at the designated address. Except as otherwise expressly provided herein, any such notice shall be effective upon receipt on a working day. Each of the parties shall give notice to the other of the change of designated authority/ representative/ person or any address or telephone, telex or similar number at the earliest possible opportunity.
11. The Agreement shall be governed by and construed in accordance with the laws of India and the courts of Gandhinagar, Gujarat, India shall have exclusive jurisdiction in all matters arising out of the Agreement.

D. General Instructions for bidders:

1. **Method of Selection:** The Company has adopted a two-bid system comprising of technical and financial/ price bids to be submitted. In the first stage, technical bids of all the bidder received till due date and time shall be opened and bids satisfying minimum eligibility criteria will be technically qualified for opening of price bids and other bids shall be rejected. In the second stage, price bids of only technically qualified bidders shall be opened and the lowest Bidder (“Successful Bidder”) shall be awarded the work. The bidding process is online at GeM Portal of Government of India (“the Portal”). Aspiring bidders are advised to get themselves registered at the Portal, obtain ‘User ID’ and ‘Password’ and go through the instructions available at the Portal. Following two envelopes shall be submitted online at the Portal by the bidder as per the schedule mentioned on the Portal.
 - i. **Envelope – I Technical Bid:** Technical bid documents as specified in relevant paragraphs of this tender document, scanned and digitally signed are required to be uploaded here in this envelope.
 - ii. **Envelope – II Price Bid:** Total quoted amount including GST shall be quoted in the space provided in the Portal for the purpose. However, individual item rates expressed as the percentage of total quoted amount in a Price Breakup Statement as per the details and format given in the Schedule of Quantities (SOQ) given under Scope of Work shall have to be submitted with technical documents in the form of the Price Breakup Statement (sample given below) printed on letterhead and duly

sealed and signed. The detailed methodology has been explained in Annexure A hereto. In case, such breakup in SOQ format is not submitted, percentages given below shall be assumed.

Item No	Item Name	Unit	Quantity	Rate Including GST	Amount	Remarks
A	B	C	D	E	F = D x E	G
1	Filing of Quarterly TDS/ TCS Return					
1.1	24Q	Each	4	7.35	29.41	
1.2	26Q	Each	4	7.35	29.41	
2	Filing of Annual Income Tax Return	Each	1	41.18	41.18	
	Total				100.00	

Further, if the percentages given in the Price Breakup Statement submitted are found wrongly calculated, the Company shall be at discretion to take a call whether rectification to be allowed through shortfall documents, the bid to be rejected in technical bid stage itself or above-mentioned percentages to be adopted or rectification to be allowed after opening of price bid or any other measure to be adopted. The bidder shall have to abide by the decision of the Company.

2. **Clarifications Sought by the Bidders:** bidders requiring any clarification on the tender may send their queries to the Company through the Portal as per the specified schedule. Replies to clarifications shall only be given through the Portal within the specified time limit.
3. **Amendment of Tender:** At any time prior to the deadline for submission of bid, the Company may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the tender document by the issuance of

corrigendum on the Portal.

4. **Validity of the Bid:** The bid shall be valid for a period of not less than 90 days from the Last Date and Time of Submission.
5. **Number of Bids:** No bidder shall submit more than one bids. In case more than one bids from a bidder are found to be submitted, all of them will be summarily rejected.
6. **Cost of Bid:** The bidders shall be responsible for all of the costs associated with the preparation of their bids and their participation in the selection process including subsequent inquiries or visits to the Company, project site etc. The Company will not be in any way liable for such costs, regardless of the conduct or outcome of the selection process.
7. **Acknowledgement by the Bidder:** It shall be deemed that by submitting the bid, a bidder has made a complete and careful examination of the tender document; received all relevant information; acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this tender document or furnished by or on behalf of the Company or relating to any other matter; satisfied itself about all matters, things and information, including matters referred to in clause herein, necessary and required for submitting an informed bid and performance of all of its obligations thereunder; acknowledged that it does not have a Conflict of Interest as described in relevant paragraphs herein; and agreed to be bound by the undertaking provided by it under and in terms hereof. It shall also be deemed that by submitting the bid, the bidder agrees and releases the Company, its employees, agents and advisors, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future. It shall also be deemed by submitting the bid that the Company shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to tender or the selection process, including any error or mistake therein or in any information or data given by the Company.

8. **Language:** The bid with all accompanying documents (the “documents”) and all communications in relation to or concerning the selection process shall be in English language and strictly on the forms provided in this tender document. No supporting document or printed literature shall be submitted with the bid unless specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the bid, the translation in English shall prevail. The Bidders are required to submit soft copies of all the documents electronically online on the Portal, using valid digital signature certificates.
9. **Currency:** The financial figures wherever referred to or to be submitted by the bidder are to be only in Indian Rupees (INR).
10. **Price Quotes:** The prices to be quoted by the bidder in the Price Bid are to be inclusive of all expenses, charges, taxes, etc and are to be expressed only in Indian Rupees (INR). GST at a rate of 18% shall be considered inclusive in the quoted prices. All the calculations shall be done accordingly.
11. **Manner of Submission of Bids:** The bidder shall submit its bid in the form and manner specified in this tender document. The bidder shall provide all the information sought under this tender. Only those bids which are received in line with the specified forms and complete in all respects will be evaluated. Bidders should note and adhere to the specified Last Date and Time of Submission for submission of bids. Except as specifically provided in this tender document, no supplementary material will be entertained by the Company, and that evaluation will be carried out only on the basis of documents received through the specified channel in the Portal by the specified Last Date and Time of Submission will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, the Company reserves the right to seek clarifications under and in accordance with the provisions of relevant paragraphs of this tender document.
12. **Clarifications Sought by Company:** To facilitate evaluation of bids, the Company may, at its sole discretion, seek clarifications from any bidder regarding its bid through the Portal. Such clarification(s) shall be provided within the time specified by

the Company for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If a bidder does not provide clarifications sought within the specified time and/ or in specified manner, its bid shall be liable to be rejected. In case the bid is not rejected, the Company may proceed to evaluate the bid by construing the particulars requiring clarification to the best of its understanding, and the bidder shall be barred from subsequently questioning such interpretation of the Company.

13. Right to Reject Any or All Bids: Notwithstanding anything contained in this tender document, the Company reserves the right to accept or reject any bid and to annul the selection process and reject all bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Without prejudice to the generality of this clause, the Company reserves the right to reject any bid if at any time, a material misrepresentation is made or discovered, or the bidder does not provide, within the time specified by the Company and through specified channel, the supplemental information sought by the Company for evaluation of the bid. Misrepresentation/ improper response by the bidder may lead to the disqualification of the bidder. If such disqualification/ rejection occurs after the bids have been opened and the highest-ranking bidder gets disqualified/ rejected, then the Company reserves the right to consider the next highest-ranking bidder, or take any other measure as may be deemed fit in the sole discretion of the Company, including annulment of the selection process.

14. Confidentiality: Information relating to the examination, clarification, evaluation, and recommendation for the selection of bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Company in relation to matters arising out of, or concerning the selection process. The Company will treat all information, submitted as part of the bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Company may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Company. Bidders are required to treat all such documents and information as strictly confidential.

15. **Proprietary Data:** All documents and other information provided by the Company or submitted by a bidder to the Company shall remain or become the property of the Company. The Company will not return any bid or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to the Company in relation to the consultancy shall be the property of the Company.
16. **Right to Cancel the Tender:** The Company, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to suspend and/ or cancel the selection process and/ or amend and/ prior supplement the selection process or modify the dates or other terms and conditions relating thereto; consult with any bidder in order to receive clarification or further information; retain any information and/ or evidence submitted to the Company by, on behalf of and/ or in relation to any bidder; and/ or independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any bidder.
17. **Right to Inquiry:** The Company reserves the right to make inquiries with any of the clients listed by the bidders in their previous experience record.
18. **Jurisdiction:** The selection process shall be governed by, and construed in accordance with, the laws of India and the courts at Gandhinagar shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the selection process.
19. **Ambiguity: The eligibility criteria and other requirements mentioned in this tender document shall prevail over anything contained on Portal or elsewhere, if any.**

Annexure – A

1. The total amount to be quoted is supposed to be calculated as follows.

Table - 1

Item No	Item Name	Unit	Quantity	Rate Including GST	Amount
A	B	C	D	E	F = D x E
1.1	Filing of Quarterly TDS Return -24Q	Each	Q1 = 4	R1	A1 = Q1 x R1
1.2	Filing of Quarterly TDS Return - 26Q	Each	Q2 = 4	R2	A2 = Q2 x R2
2	Filing of Annual Income Tax Return	Each	Q3 = 1	R3	A3 = Q3 x R3
	Total				P = A1 + A2 + A3

Here, P shall be amount to be quoted under Price Bid in the GeM portal.

2. The total quoted amount at the Portal is P, then total should be taken as 100 and reverse calculation is done as follows (first column F and then column E).

Table - 2

Item No	Item Name	Unit	Quantity	Rate Including GST	Amount
A	B	C	D	E = F / D	F
1.1	Filing of Quarterly TDS Return -24Q	Each	Q1 = 4	r1 = a1/Q1	a1 = 100xA1/P
1.2	Filing of Quarterly TDS Return - 26Q	Each	Q2 = 4	r2 = a2/Q2	a2 = 100xA2/P

2	Filing of Annual Income Tax Return	Each	Q3 = 1	$r3 = a3/Q3$	$a3 = 100 \times A3/P$
	Total				100

Here, P is the amount quoted under Price Bid in the GeM portal; a1, a2 and a3 are amounts of individual items expressed as percentage of total quoted amount and r1, r2 and r3 are individual items rates expressed as percentage of total quoted amount.

Example:

If a bidder decides to fix the item rates as 800, 900, 700 and 3000, then Table 1 above will become as follows.

Table - 3

Item No	Item Name	Unit	Quantity	Rate Including GST	Amount
A	B	C	D	E	F = D x E
1.1	Filing of Quarterly TDS Return -24Q	Each	4	800	3200
1.2	Filing of Quarterly TDS Return - 26Q	Each	4	900	3600
2	Filing of Annual Income Tax Return	Each	1	3000	3000
	Total				9800

In such case, Rs 9800 will be quoted in the Portal and Table 2 to be submitted will be prepared as follows (only **Bold** figures in column E and F to be written, rest is only for illustration of calculation).

Table - 4

Item No	Item Name	Unit	Quantity	Rate Including GST	Amount
A	B	C	D	E = F / D	F
1.1	Filing of Quarterly TDS Return -24Q	Each	4	32.65/4 = 8.16	100x3200/9800 = 32.65
1.2	Filing of Quarterly TDS Return - 26Q	Each	4	36.73/4 = 9.18	100x3600/9800 = 36.73
2	Filing of Annual Income Tax Return	Each	1	30.62/1 = 30.62	100x3000/9800 = 30.62
	Total				100.00

In such case, the Price Breakup Statement will be as per Table 4 above.

Appendix I

(To be printed on letterhead of agency, sealed and signed by duly authorized signatory and placed under Technical Bid)

To,
Chief Financial Officer,
Dholera International Airport Company Limited,
Gandhinagar

Subject: Unconditional Acceptance of terms and conditions regarding the work “Income Tax Returns Filing and Consultancy”

Sir,

1. The tender/ quotation document for the subject work has been collected from the office of company/ downloaded from CPP/ GeM portal. I/ we hereby certify that I/ we have read and understood the entire terms and conditions of the tender/ quotation document for the subject work.
2. I/ We hereby unconditionally accept the entire terms and conditions of the tender/ quotation document for the subject work in entirety and undertake that my agency shall abide by all the terms and conditions.
3. I/ We understand that after unconditionally accepting the tender/ quotation conditions in entirety, it is not permissible to put any remark/ condition in my/ our bid and that in case I/ we put any remark/ condition, my/ our bid shall be liable to be rejected at the sole discretion of DIACL.

Yours faithfully,

(Signature with Seal and Date)

Appendix II

(To be printed on letterhead of agency, sealed and signed by duly authorized signatory and placed under Technical Bid)

DECLARATION CUM UNDERTAKING

Name of Work: Income Tax Returns Filing and Consultancy

I undersigned _____ s/o _____
r/o _____ on behalf of
M/s. _____
(hereinafter referred as the firm) having its Registered Office situated at
_____, do solemnly declare and affirm as follows;

1. That the firm/ company or proprietor/ any of the partners of the firm/ directors/ key managers of the company is not black listed by any Central or State Government Department or Public Sector Undertaking or Government Company or any authority or any judiciary or any other organization for any contract executed in past or in respect of any assignment or behaviour.
2. That no FIR has been lodged or complaint is not filed and no criminal proceedings are in progress against the firm/ company or proprietor/ any of the partners of the firm/ directors/ key managers of the company.
3. That in case the company finds above certificate as false or concealing any information, bid of the firm for above-mentioned work shall be cancelled at any stage during the tender process and thereafter and the firm shall be debarred from participating in any tender/ quotation issued by the company and the company can take any other legal action as deemed fit.

VERIFICATION

Verified this _____ day of _____, 2026 that the contents of my above declaration are true to the best of my knowledge and belief and nothing untrue has been stated nor has any facts been concealed.

Yours faithfully,

(Signature with Seal and Date)

Appendix III

(To be printed on non-judicial stamp paper of INR 300/-)

AGREEMENT

DIACL/

DATE:

This Agreement is made on this <date> between Dholera International Airport Company Limited (DIACL), a Joint Venture of Airports Authority of India, Govt of Gujarat & National Industrial Corridor Development and Implementation Trust, having its registered office at 3rd Floor, A2 Wing, Block -1, Karmayogi Bhavan, Sector 10A, Gandhinagar-382010, through its <AS/OIC> (hereinafter referred to as "Owner" or "DIACL" which expression shall include its Administrators, Successors, Executors and Assigns) of the one part and M/s <Agency name and address> referred to as "CONTRACTOR" (which expression shall include its Administrators, Successors, Executors and permitted assigns) of the other part.

Whereas, Dholera International Airport Company Limited is desirous of getting the <service> (here in after called the "Service") and had invited quotations for the work "Income Tax Returns Filing and Consultancy".

And whereas <Agency> has participated in the above referred call of quotations, which was opened on <Date> and in which <Agency> as per terms and conditions contained in its award letter no. <Award letter no> dated <date> and the documents referred to therein, which have been accepted by <Agency> resulting into a "CONTRACT".

NOW THEREFORE THIS DEED WITNESSETH AS UNDER:

Article 1.0 AWARD OF CONTRACT

Dholera International Airport Company Limited has awarded the Contract to <Agency> for the work "Income Tax Returns Filing and Consultancy" along with the terms and conditions contained in its award letter no. <Award letter no> dated <date> and the documents referred to therein. The award has taken effect from date <date>. The terms and expressions used in this Agreement shall have the same meaning as are assigned to them in the "CONTRACT DOCUMENTS" referred to in the succeeding article.

Article 2.0 CONTRACT DOCUMENTS

The Contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (hereinafter referred to as "CONTRACT DOCUMENTS").

SL.NO.	DESCRIPTION	PAGE Nos	Total Pages
1	AGREEMENT ON STAMP PAPER	AG-1 - AG-4	1 - 5
2	AWARD LETTER	AW-1 - AW-4	6 – 9
3	Tender Document	1 - 15	24

All the aforesaid Contract Documents contain corrections as mentioned against individual pages, and are initialled by both the parties through their authorized representatives.

All the aforesaid Contract Documents shall form an integral part of this Agreement, in so far as the same or any part thereof confirm to the tender and what has been specifically agreed to by the Owner in its letter of award. Any matter inconsistent therewith, contrary or repugnant there to or any deviations taken by the Contractor in its "Proposal" not agreed to by the Owner in its letter of award shall be deemed to have been withdrawn by the Contractor. For the sake of brevity, this Agreement along with its aforesaid Contract Documents shall be referred to as the "AGREEMENT".

Article 3.0 CONDITIONS & CO-VERSANTS

- 3.1 The scope of Contract, consideration, terms of payment, taxes, GST, wherever applicable, insurance, liquidated damages and all other terms and conditions are contained in the aforesaid Contract Documents. The Contract shall be duly performed by the Contractor strictly and faithfully in accordance with terms of the Agreement.
- 3.2 The Agreement constitutes full and completed understandings between the parties and terms of the presents. It shall supersede all prior correspondence to the extent of inconsistency or repugnancy to the terms and conditions contained in the Agreement. Any modification of the Agreement shall be affected only by a written instruction signed by the authorized Representatives of both the parties.

Article 4.0

4.1 SETTLEMENT OF DISPUTES

It is specifically agreed by and between the parties that all the differences or disputes arising out of the Agreement or touching the subject matter of the Agreement shall be decided by process of settlement and arbitration, as decided by Managing Director, DIACL and the provision of the Arbitration and Conciliation Act, 1996 amended by Arbitration and Conciliation (Amendment) Act, 2015 shall apply and GANDHINAGAR Court alone shall have

exclusive jurisdiction over the same.

4.2 NOTICE OF DEFAULT

Notice of default given either in full or in part to the other party under the Agreement shall be in writing and shall be deemed to have been duly and properly served upon the parties here to if delivered and addressed to the signatories at the addresses mentioned herein above.

This Contract Agreement is allotted to <Agency> vide letter no. <Award Letter No> dated <Date>.

IN WITNESS WHEREOF, the parties through their duly authorized representatives have executed these presents (execution whereof has been approved by the Competent authorities of both the parties) on the day, month and year first mentioned at Gandhinagar, Gujarat.

Signed for and on Behalf of

Agency

Authorised Signatory of Agency

Signed for and on Behalf of

**Managing Director, Dholera International
Airport Company Limited**

Authorised Signatory of Company

WITNESS:

1.

2.