



**AIRPORTS AUTHORITY OF INDIA
CIVIL AIR TERMINAL
CHANDIGARH-160003**

NOTICE INVITING QUOTATION

FOR THE WORK

Filing of TDS & GST Returns including GST-TDS

AT

**CIVIL AIR TERMINAL
CHANDIGARH**



AIRPORTS AUTHORITY OF INDIA
CIVIL AIR TERMINAL
CHANDIGARH

NOTICE INVITING QUOTATION

Sealed item rate quotations are invited by Airport Director, Airports Authority of India, Civil Air Terminal, Chandigarh on behalf of Chairman, Airports Authority of India for the following work from the reputed/ registered agencies having experience in similar nature of work.

Sr. No.	Name of work	Period of validity
1.	Filing of TDS & GST Returns including GST-TDS at Civil Air Terminal, Chandigarh	One Year [The contract may be extended at same terms and conditions for a period of 03 (three) months upon satisfactory completion at the discretion of the competent authority.]

Quotation document will be issued from 12.10.2018 to 23.10.2018 during working hours or can be downloaded from AAI website www.aai.aero. The sealed bid documents will be received till 1500 Hrs on 24.10.2018 and will be opened on same day at 1530 hours in the presence of participating bidders or their representatives in the office of Senior Manager (F&A), at Airports Authority of India, Civil Air Terminal, Chandigarh. price bids of only those agency would be opened, who would qualify in the technical bid.

ELIGIBILITY CRITERIA:

The bidder must have be a Chartered Accountant firm having minimum of Five years experience.

SCOPE OF WORK:

The agency shall provide suitable as per the following:

(A) GST Returns :

- Giving advice about GST matters.
- Filing of all GST Returns.

(B) GST TDS Returns:

- Giving advice about matters pertaining to TDS GST.
- Deposit & Filing of all Returns of TDS GST.
- Generation of TDS GST Certificates before the due dates.

(C) Income Tax Returns :

- Quarterly & Annual TDS Returns (24Q/26Q)
- Generation of TDS Certificates & Form-16
- Response to TDS Notices and Follow up
- Any other TDS related work as and when arises

MODE OF SUBMISSION OF QUOTATION:

A properly sealed **Master Envelope** superscribed with “**Master Envelope - Quotation for the work Filing of TDS & GST Returns including GST-TDS at Civil Air Terminal, Chandigarh**” and address of the bidder and addressed to Airport Director, Airports Authority of India, Civil Air Terminal, Chandigarh must reach the office of Airport Director, Airports Authority of India, Civil Air Terminal, Chandigarh-160003 by 24.10.2018, 1500 Hrs. the master envelope must contain the following two envelopes properly sealed envelopes.

Envelope 1: Technical Bid (Superscribed with “Technical Bid” on the envelope) containing:

1. Self attested copy of Registration of your firm.
2. Self attested copy of PAN Card
3. Self attested copy of your GST Registration number. Mere non-submission will not be considered as exemption/ non-applicability.)
4. Unconditional acceptance letter on letter head in the format as per Annexure I, duly filled in, signed and sealed by the bidder/ authorized signatory. [The agency should give unconditional acceptance to AAI's quotation condition in its entirety. No remarks/conditions (except unconditional rebate on quoted rates) should be made. In case an additional condition is made, the quotation shall be summarily rejected.]

Envelope 2: Price Bid (Superscribed with “Price Bid” on the envelope) containing:

1. Price Bid in the format as per Annexure II, duly signed and sealed [No paper/ document other than the quotation form should be put in. In case any such paper is found enclosed, the same shall not be considered.]

TERMS AND CONDITIONS

1. Quotation shall be submitted in sealed envelopes only in formats as prescribed above.
2. An agency can submit only one bid. Any agency giving more than one bid in its name shall be summarily rejected and none of its bid will be opened.
3. Quotation documents are not transferable.
4. The quotation offer shall remain valid for 90 days (ninety days) from the date of opening.
5. The right of acceptance of the quotation shall rest with the Competent Authority of AAI, who does not bind himself/ herself to accept any quotation and reserves the right to reject all or any of the quotations received or part thereof without assigning any reason.
6. One representative of the agency shall be allowed to be present at the time of opening of quotation.
7. The agency is advised to get registration number from the authorities under GST Act and other Acts, as applicable. AAI does not take any responsibility in this connection.
8. The successful agency shall enter into a contract agreement as per Annexure III before start of the work. The contract agreement shall be executed on a non-judicial stamp paper of Rs 100/- and the cost of the stamp paper shall be borne by the agency.
9. Security Deposit @10% of the contract amount shall be deposited by the agency in advance or will be deducted from running monthly bills. This Security Deposit shall be refunded after three months of successful completion of the contract.
10. Payments shall be released after receipt of bill on monthly basis after deduction of applicable taxes and the same shall be subject to satisfactory services rendered by the agency.
11. In case of non-completion of assigned work in due time a penalty @ Rs 700/- per day or per delay shall be imposed on the agency which shall be deducted from the following running bills/ security deposit.
12. AAI reserves the right to terminate the contract at any time by giving notice of period till the end of running month.
13. During the contact period, no increase whatsoever will be given to the agency other than the quoted and accepted rates/charges in INR on monthly basis.
14. The agency shall ensure compliance to all tax and labour regulations applicable from time to time. The Compliance and proof thereof shall be submitted to this office without loss of time to ensure timely payment.

**Senior Manager (F&A)
Airports Authority of India
Civil Air Terminal
Chandigarh**

Annexure I

ACCEPTANCE LETTER

(TO BE SUBMITTED IN ENVELOPE 1 ALONGWITH OTHER DOCUMENTS)

To,

Airport Director
Airports Authority of India
Civil Air Terminal
Chandigarh

Sir,

ACCEPTANCE OF AAI's QUOTATION CONDITIONS

The Quotation documents for the work "**Filing of TDS & GST Returns including GST-TDS at Civil Air Terminal, Chandigarh**" as per NIQ have been sold to me/us by Airports Authority of India and I/we hereby certify that I/we have inspected the site and read the entire terms and conditions of the quotation documents made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/clause contained therein.

I/we hereby unconditionally accept the quotation conditions of AAI's quotation documents in its entirety for the above facility.

The contents of all clauses of Terms and Conditions of Notice Inviting Quotation have been noted including one wherein it is clarified that AAI reserves the rights to reject the conditional quotations without assigning any reason thereto.

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

Date:

Yours Faithfully
(Signature and seal of the bidder)



**AIRPORTS AUTHORITY OF INDIA
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PRICE BID

(TO BE SUBMITTED IN ENVELOPE 2)

Name of Work: Maintenance cum computerization of data processing job at Civil Air Terminal, Chandigarh

(Rate and Amount in INR)

S. No.	Description of Items.	Unit	Qty	Rate (in Figures)	Rate (in Words)	Amount
1.	Filing of TDS & GST Returns including GST-TDS at Civil Air Terminal, Chandigarh	Year	1			

Total Amount (in words) Rs _____

Note: Rates must be inclusive of all types of charges and applicable statutory taxes and levies other than GST. GST shall be refunded on production of proof of submission.

Date:

(Signature and seal of bidder)