

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



Bid Document
(Limited Bidding)

For

Appointment of Independent Auditor for verification of Revenue of Mumbai International Airport Ltd. (MIAL) for Financial Year 2023-24 & 2024-25.

(TENDER ID : 2023_AAI_155071_1)

AIRPORTS AUTHORITY OF INDIA
Joint Venture Cell, New Delhi - 110003

Name of Work: Appointment of Independent Auditor for verification of Revenue of Mumbai International Airport Ltd. (MIAL) for Financial Year 2023-24 & 2024-25.

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Guidelines to Bidders

E-Tender Guidelines to Bidders: -

1. The bidders shall go through the tender document and shall comply with each clauses of all the sections of the tender document.
2. Prospective Tenderers are advised to go through the “Help for contractors & Bidders Manual kit” at <https://etenders.gov.in/eprocure/app> and get themselves acquainted for e-tendering participation requirements. They should get their computer system configured accordingly to the required settings as specified in the portal at system setting for CPPP. The tenderer may also take guidance from AAI help Desk Support (Contact details mentioned in the tender document).
3. **Registration:**
 - i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal which is free of charge.
 - ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
 - iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration Process. These would be used for any communication from the CPP Portal.
 - iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates (as per Indian IT Act 2000, from the licensed Certifying Authority (CA) operating under the Root Certifying Authority of India (RCAI)/ Controller of Certifying Authority (CCA) of India. Please see www.cca.gov.in which is essentially required for submission of their application. This process normally takes 03 days' time.
 - v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
 - vi) Bidder then logs into the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
4. **Searching for Tender Documents**
 - i) There are various search options built in the CPP Portal, to facilitate bidders to search active Bids by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for Bids, wherein the bidders may combine a number of search

parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- ii) Interested bidders may download the required documents / tender schedules. These Bids can be moved to the respective 'My Tenders/ My Bids' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- iii) The bidder should make a note of unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

5. Preparation of Bids

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender invitation and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv) To avoid the time and efforts required in uploading the same set of standard documents which are required to be submitted as a part of this bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

6. Submission of Bids

- i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time and date. Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidders are requested to note that they should necessarily submit their technical and financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same

is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file (which is in excel format), open it and complete the colored (unprotected) cells with their respective financial quotes. No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- iv) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- v) The uploaded tender documents become readable only after the tender opened by the authorized bid openers.
- vi) Upon the successful and timely submission of bids (i.e. after Clicking "**Freeze Bid Submission**" in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no., date and time of submission of the bid with all other relevant details.
- vii) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

7. Assistance to Bidders

- i) **For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, and 0120-6277787. International Bidders are requested to prefix 91 as country code.**
Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating the tender(s) published kindly contact the respective Tender Inviting Authority.
Tel: 0120-4001002, 0120-4001005, 0120-6277787
E-Mail: support-eproc@nic.in
- ii) **For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance.**
E-Mail: cppp-doe@nic.in

iii) **For any technical Issues / Clarifications relating to the publishing and submission of AAI tender(s)**

- a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).
- b. Before submitting queries, bidders are requested to follow the instructions given in “**Guidelines to Bidders**” and get their computer system configured according to the recommended settings as specified in the portal at “**System Settings for CPPP**”.

iv) **In case of any technical issues faced, the escalation matrix is as mentioned below:**

SL. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Technical Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512	0800-2000 Hrs. (MON - SAT)
2.	Sh. Sanjeev Kumar, Sr. Mgr. (IT)	After 4 Hrs. of Issue	etendersupport@aai.aero or sanjeevkumar@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
3	Sh. Dharmendra Kumar Jt.GM (IT)	After 12 Hrs.	dkumar@aai.aero	011-24632950 Ext. 3527	0930-1800 Hrs. (MON-FRI)
5.	General Manager (IT)	After 03 Days	gmitchq@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

***The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.**

- v) The above mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal. **For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI**

8. Composition of Bids and General Guidelines for bid process

- a. Bidders shall submit their bids as per schedule date and time through CPPs e-procurement portal only at <https://etenders.gov.in/eprocure/app>. CPPs e-procurement portal shall not allow bidders to submit their tender after the schedule date and time .Bidders shall submit tender before the deadline specified.

- b. The Technical bids and financial bids (price bids) will be opened online by AAI at the time line and date specified as scheduled for the same. All the statement, documents, certificates etc. uploaded by the bidders shall be downloaded and verified for technical evaluation. The clarifications, particulars, if any required from the bidders, will be obtained through query provision available in CPPs e-procurement portal.
- c. The result of Technical bid and price bid evaluations shall be displayed on CPPs e-procurement portal and shall be visible to all the bidders who participated in this Tender.
- d. The helpdesk support contract details can be downloaded from following URL : <https://etenders.gov.in/e-procure/app>. and then clicking on below mentioned link : contact Us /Help Desk Support contact details which are also listed below for ready reference. More information useful for submitting online bids on the CPP portal may be obtained at [https:// e-tenders. Gov.in/e-procure/app](https://e-tenders.Gov.in/e-procure/app).

9. E-tendering participation requirement:

The bidders are required to submit soft copies of their bids electronically on the CPP portal using valid Digital Signature Certificate. The instruction given below are meant to assist the bidders in registering on the CPP portal. Their bids in accordance with the requirements and submitting their bids online on the CPP portal.

INTRODUCTION

1.1 Background

- 1.1.1 Airports Authority of India (“Authority”), established under Airports Authority of India Act, 1994 (“Act”), is a Category-I Mini-Ratna Public Sector Enterprise. The Authority is mandated under the Act, inter-alia, to manage the airports, civil enclaves and the aeronautical communication stations efficiently (other than airports and airfields belonging to, or subject to the control of, any armed force of the Union).
- 1.1.2 AAI manages a total of 137 airports which include 24 International airports (3 Civil Enclaves), 10 Custom Airports (4 Civil Enclaves) and 103 Domestic airports (23 Civil Enclaves). The Authority also provides Air Traffic Management Services (ATMS) over the entire Indian Air Space and adjoining oceanic areas, with ground installations at all Airports.
- 1.1.3 The Authority in its persistent efforts to provide world class infrastructure and services to its stakeholders has been endeavoring to excel its global peers by undertaking various initiatives.
- 1.1.4 To continue its endeavor of ensuring highest standard of services, the Authority wishes to select “Appointment of Independent Auditor for verification of Revenue of Mumbai International Airport Ltd. (MIAL) for Financial Year 2023-24 & 2024-25” as per eligibility criteria of Volume-I (Section-II) for Scope of Work mentioned in Section-I.

1.2 Call of Tender

The Authority invites applications from shortlisted chartered accountant firms for Appointment of Independent Auditor for verification of Revenue of Mumbai International Airport Ltd. (MIAL) for Financial Year 2023-24 & 2024-25 who shall carry out the services as specified in the scope of work. The Authority intends to select the auditor through a **limited bidding process** in accordance with the procedure set out herein.

1.3 Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment before submitting the Proposal by sending written queries to the Authority on or before the date and time specified in Clause 1.8.

- 1.4 The Applicant, by submitting its Application pursuant to this tender document shall be deemed to have acknowledged that without prejudice to the AAI's any other right or remedy hereunder or in law or otherwise, appropriated by the AAI as the mutually agreed pre-estimated compensation and damage payable to the AAI for, inter alia, the time, cost and effort of the AAI in regard to the tender including the consideration and

evaluation of the Tender under the following conditions:

- a) If an Applicant engages in any of the Prohibited Practices specified in Section of this tender.
- b) If an Applicant withdraws its Tender during the period of its validity as specified in this Tender and as extended by the Applicant from time to time;
- c) If the Applicant withdraws its Tender (offer) during the interval between the Tender Due Date and expiration of the Tender Validity Period;
- d) If the successful Applicant fails to accept the Letter of Acceptance in writing within the time specified in this document or any extension thereof granted by AAI;
- e) If the Applicant imposes any condition after the Tender due date affecting the original Tender.
- f) If the bid submitted is found to have been tampered with.
- g) If any information furnished by the bidder in the tender document found to be false, fabricated or forged.

1.5 Validity of the Proposal

The Proposal shall be valid for a period of not less than 90 days from the Proposal Due Date (“PDD”).

1.6 Brief description of the Selection Process

The Authority has adopted a two stage selection process for evaluating the Proposal comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified in para 9 of Section-III. Based on this technical evaluation, only technically qualified bid shall be opened and work shall be awarded to the bidder with lowest financial quote.

1.7 Rejection and Return of Tender

AAI reserves the right to reject any or part of tender without assigning any reason. AAI also reserves the right at its discretion not to award against the tender called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it.

1.8 Schedule of Selection Process

The Authority would endeavor to adhere to the following schedule. The instructions in the tender documents are binding on all the bidders and submission of the tender shall imply unconditional acceptance of all the terms and conditions of the tender by the bidder:-

CRITICAL DATE SHEET

Sr. No.	Event Description	Date
1.	Publishing Date	24.05.2023
2.	Document Download	25.05.2023 from 09:30 hrs.
3.	Clarification start date	25.05.2023 from 09:30 hrs.
4.	Last date for receiving queries/clarifications	02.06.2023 up to 18:00 hrs.
5.	Bid Submission Start Date	25.05.2023 from 09:30 hrs.
6.	Proposal Due Date (PDD) / Bid Submission End Date	16.06.2023 up to 18:00 hrs.
7.	Opening of Technical Proposal	19.06.2023 at 18:00 hrs.
8.	Opening of Financial Proposals (Time will be intimated separately)	_____
9.	Validity of Proposal	90 days from PDD
10.	Estimated Cost	Rs. 53,81,000/- (Excluding GST)
11.	EMD Amount	Rs. 1,07,620/- to be paid online through CPP Portal
12.	Tender Processing Fee (Non-refundable)	Rs. 1180/- (Including GST) to be paid online through CPP Portal
13.	Audit Period	1st April 2023 to 31st March 2025 (24 months)

1.9 **Nodal Officer**

The nodal officer with regard to this, all communications including the submission of proposal should be addressed to:

General Manager (JVC)
Joint Venture Monitoring Cell,
Airports Authority of India
Rajiv Gandhi Bhawan, C-Block
New Delhi – 110003

1.10 **Queries and Clarification**

- a) If the bidder has any query related to the Bid Document of the work they should ask clarification' through CPP Portal as per schedule dated of clarification given at para no. 1.8 above. No other means of communication in this regards shall be entertained.
- b) If any clarification is needed by AAI from the bidder about the deficiency in his uploaded documents in Envelope-I, they will be asked to provide it through CPP portal.

The bidder shall upload the requisite clarification/documents within specified time of receipt of such request from AAI, failing which bid will not be considered for the subsequent stages.

NOTICE INVITING ONLINE TENDER

- 1.1 Online tenders through CPP portal are invited by Airports Authority of India for “Appointment of Independent Auditor for verification of Revenue of Mumbai International Airport Ltd. (MIAL) for Financial Year 2023-24 & 2024-25.” through Chartered Accountant Firms under two bid system.
- 1.2 The tender document is made available at CPP Portal & AAI website as per critical date sheet and available for downloading from <https://etenders.gov.in/eprocure/app> or www.aai.aero.
- 1.3 The tender document consists of two bid
 - a) Volume-I: Technical Bid
 - b) Volume-II : Price Bid
- 1.4 The complete tender document shall be submitted on or before the due date and time as per Critical Date Sheet on CPP Portal.
- 1.5 The **Bid security (EMD)** as per Clause 4 of Section-III shall be paid as described in the Tender Document.
- 1.6 The offer (both Techno-Commercial & Price) must be valid for a minimum of 90 days from the last date of online submission of offer i.e. PDD; otherwise the offer shall be rejected as non-responsive.
- 1.7 All eligible bidders meeting the eligibility criteria as defined in **Section-II : Volume I Technical Bid** are advised to submit below mention documents:
 - a) Format-I, Format-I (A), Format-II & Format-III of Section-V along with relevant supporting documents either notarized or Self attested from authorized person to be uploaded in CPP portal.
 - b) Scanned copy of all documents as per para 6 of Section-III.
 - c) Tenderers have to submit UDIN generated documents like Balance Sheet/Turnover Certificate, Working Capital Certificate (works done during last 5 financial years & works in hand), Net worth Certificate, Tax Deduction at Source (TDS) Certificates for Non-Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.
- 1.8 Airports Authority of India do not bind to accept any tender and reserve the right to accept or reject any tender without assigning any reason therefore.
- 1.9 C.A. Firm having valid MSME Certificate (on the date of applying) will be eligible for exemption from Bid Processing Fee and EMD. Firm has to upload copy of MSME Certificate in CPP Portal with other required document to avail exemption.

SCOPE OF WORK

1. Background

AAI intends to appoint a Chartered Accountants (CA) firm for Verification of revenue collection by Mumbai International Airport Limited (MIAL) for a period of two years (02) depending upon the satisfactory performance and at the discretion of the Management of AAI.

2(A) Scope of Work

The illustrative (but not exhaustive) list of tasks to be performed by the Revenue Auditor is given as under: -

Scope of Audit

Airports Authority of India (Authority) has entered into an Operation, Management and Development Agreement (OMDA) with JVC (Mumbai International Airport Limited -MIAL, in the instance case).

As per terms of the OMDA, JVC has to share 45.99% of its applicable Gross Revenue with AAI. The applicable Gross Revenue used for final verification/reconciliation of the Annual Fee (AF) shall be Revenue of the JVC as certified by the Independent Revenue Auditor every quarter.

In terms of OMDA provision, AAI intends to appoint a Chartered Accountants Firm for verification of books of account of JVC in accordance with the following Scope of Work.

1. OMDA Provisions:

S #	Scope	OMDA provisions
(a)	<p style="text-align: center;"><u>Definition of Revenue</u></p> <p>Revenue means all pre-tax gross revenue of the JVC, excluding the following:</p> <ul style="list-style-type: none">• Payments made by JVC, if any, for the activities undertaken by relevant Authorities or payments received by JVC for provision of electricity, water, sewerage or analogous utilities to the extent of amounts paid for such utilities to third party service providers.	Clause 1.1

	<ul style="list-style-type: none"> • Insurance proceeds except insurance indemnification for loss of revenue. • Any amount that accrues to JVC from sale of any capital assets or items. • Payments and/ or monies collected by JVC for and on behalf of any governmental authorities under applicable law. • Any bad debts written off provided these pertain to past revenue on which annual fee has been paid to AAI. It is clarified that annual fees payable to AAI pursuant to Article 11 and Operational Support Cost payable to AAI shall not be deducted from Revenue. 	
(b)	Annual Fee	Refer clause 11.1.2. for details

Keeping in view the various OMDA provisions, the illustrative (but not exhaustive) list of tasks to be performed as Independent Auditor by Practicing Chartered Accountants Firm given is as under: -

A. General:

- (i) To Confirm that JVC observes due diligence in reporting revenue.
- (ii) To Confirm the inclusion of all revenue in calculation of Monthly Annual Fee (MAF).
- (iii) To assure that the revenue accounting controls & procedure are adequate to record revenue earned. The flow of information in internal controls of JVC in order to ensure for recording revenue in SAP and in case of any deficiency, same to be reported in the audit report.
- (iv) To verify the leakages in recording of revenue reporting noted during the audit.
- (v) The MAF payable by JVC shall be as per Clause 11.1.2 of OMDA and shall be certified by the Independent Auditor in every quarter of the financial year of which audit has been conducted.
- (vi) Auditor will obtain SAP access from JVC before commencement of audit in order to conduct audit independently and timely manner.
- (vii) The Audit Report should clearly mention the method and size of sample selected for audit. Further, it may be ensured that 100% data has been checked and verified from the books of accounts of JVC to ensure that revenue share as per OMDA is accruing to AAI.
- (viii) Auditor will annex the relevant documents in support of observation reported in audit report.
- (ix) At the end of each Financial Year auditor will consolidate the details of income from all revenue heads and report in Quarter four audit report.
- (x) Also, all previous audit observations will be consolidated alongwith Action Taken against these observations by JVC.

B. AAI Revenue Share:

- (i) Verification of income heads reflecting in the monthly management accounts as well as the unaudited quarterly P&L account, Balance Sheet and Cash Flow Statement submitted by JVC in accordance with clause 10.3 of OMDA.
- (ii) Verification of income received from various Joint Ventures / Group Entity/ / Lessees / Concessionaires formed by JVC and confirm amount received forming part of sharable revenue with AAI.
- (iii) Verify of all income heads (related to aeronautical-revenue, non-aeronautical revenue, Cargo, CPD Income, other income heads flow up in the Escrow Account) and expenses charged, having impact on revenue. The details of revenue under various heads will be the part of audit report as per format enclosed as Annexure-I.
- (iv) Review of Annual Budget / approved Annual Business Plan with respect to advance payment of MAF made to AAI on commencement of each month. Any updation in business plan/ annual budget shall be reviewed with respect to MAF paid or payable, as the case may be.
- (v) Examination of Financials / Accounts, on quarterly and yearly basis, prepared under Ind AS system and submit a reconciliation of Gross revenue and Annual Fee as per JVC Financials and actual paid to AAI. If any difference noticed, the detail of same will be incorporated in audit report alongwith comments from JVC(JVC).
- (vi) Verification of Exclusions, alongwith their approval, from gross revenue in terms of clause 1.1 of OMDA. The details of exclusions will also be incorporated in format as per Annexure-I
- (vii) Reporting of provisions made in Ind AS in relevant heads to check if the provisions are as per the respective Accounting Standards. If any difference or ambiguity found shall be incorporated in audit report.
- (viii) Examination and determination of penal interest payable by JVC on delayed / short payment of MAF as per provisions of Chapter 11.1.2 of OMDA.
- (ix) The detail of income charged and recovered as penal interest from concessionaires/airlines, or other agencies. In accordance with the clauses of OMDA, auditor will confirm that interest charged is considered in gross revenue sharable with AAI.
- (x) Verification of all security deposits received & deposited by JVC in each month against commercial contracts, lease contract, rent contract or any other sub-contract awarded by JVC or awarded to JVC by any third party. Security deposits shall be verified under terms of tender documents published by JVC or agreement executed between JVC and third party. Auditor to verify the booking of the deposits in accounts, and interest income earned from security deposits shared with AAI, if any.
- (xi) Verification of reversal of income under any revenue head of aeronautical, non-aeronautical, cargo, CPD, other income. Brief of said reversal should be the part of audit report in respective quarter.
- (xii) Verification of reversal of interest receivable or payable, if any.
- (xiii) Verification of MTOW of aircraft registered in SAP master with the certificates issued to aircraft by DGCA in order to ensure accurate billing of aeronautical revenue
- (xiv) Verification of collection charges payable by AAI to JVC, on quarterly basis with respect to bills raised to various airlines. Credit Note issued in this regard shall also be verified, if any.
- (xv) Prepare and verify a list of new concessionaire agreement executed by JVC during the quarter and revenue earned from these agreements as per commercial terms.

- (xvi) Any other issue, related to revenue of JVC, assigned by AAI during the currency of contract.

C. Documents/Records to be examined / Verified by the Auditor:

- (a) Ledgers in SAP including income GL.
- (b) Existing Agreement between JVC and trade concessionaires. Further if require, in compliance of previous audit observation of Independent Auditor, the old agreements as specified by AAI from time to time.
- (c) Revenue statement of concessionaries and airlines submitted to JVC.
- (d) CA certificates submitted by concessionaires / airlines.
- (e) Investment proof (FD Receipts/ Mutual Funds statements etc.)
- (f) AODB text files as submitted by AOCC.
- (g) CA certified statements submitted by airlines regarding number of passengers, flights and Cargo etc.
- (h) Auditor will verify the bank statements of Escrow Accounts to confirm that all proceeds from any source flow into the Escrow Receivable Accounts as per Escrow Agreement executed between JVC, AAI and Escrow Banker.
- (i) In addition to Escrow bank accounts, any other bank account of JVC for which JVC is earning interest on deposits or any other revenue.

Any other relevant document / record of JVC.

2(B) Submission of Report

- (i) The Auditor / Bidder has to submit quarterly audit report in triplicate Executive Director- JVC, Airports Authority of India, 1st Floor, C Block, Rajiv Gandhi Bhavan, Safdarjung Airports, New Delhi.
- (ii) The report should clearly mention the following:
 - (a) The data has been collected / verified to the extent of 100% for preparing of Audit Report.
 - (b) The list of documents verified during audit period.
 - (c) Executive Summary of the audit along with audit observation including impact of the same in INR.
- (iii) To avoid delay in submission of the quarterly report, the JVC shall reply to the comments of the Independent Auditor within 10 days of receipt of the draft report from Independent Auditor.

Volume-I Technical BidEligibility Criteria:

The Bidders/Applicants should fulfill the following:

SI No	Eligibility Criteria	Marks	Documents to be submitted
1	<p>The Bidder should be a Chartered Firm/LLP of Chartered Accountants registered in India having an experience of 20(Twenty) years. The experience will be considered from the date of Registration of CA Firm with ICAI.</p> <p>Minimum marks for 20 years' experience will be 05. For each additional year experience, 1(one) additional mark will be awarded subject to maximum of 10 marks.</p>	10	Certified copy of CA Partnership Firm Registration /LLP with Institute of Chartered Accountants of India.
2	<p>CA Firm shall have following experience:</p> <p>Having Experience of minimum 08 nos. Statutory audits works including at-least 04 audit work of Central PSU and 04 nos. statutory audit works of Firms registered under Company Act, who were having turnover of 500 crores or more in the year of audit. Any type of bank /Tax/Concurrent/ Special Audit experience or any consultancy work experience will not be considered.</p> <p>Marks for minimum 08 Audit works will be 08. For each additional audit experience, 1(one) additional mark will be awarded subject to maximum of 20 marks.</p>	20	<p>Copy of award letter issued by</p> <p>CPSU or Limited Companies must be submitted in technical bid.</p> <p>A Summary list of Audit Experience may also be provided with other documents.</p>
3	<p>CA Firm shall have following experience:</p> <p>Experience of minimum 05 nos. Internal audits works including at-least 02 audit work of Central PSU and 03 nos. audit works of Firms registered under Company Act, who were having turnover of 500 crores or more in the</p>	20	<p>Copy of award letter issued by</p> <p>CPSU or Limited Companies must be submitted in technical bid.</p> <p>A Summary list of Audit</p>

	<p>year of Audit. Any type of bank /Tax/Special Audit experience or any consultancy work will not be considered.</p> <p>Marks for minimum 05 audit experience will be 05. For each additional audit experience, 1(one) additional mark will be awarded subject to maximum of 20 marks.</p>		<p>Experience may also be provided with other documents.</p>
4	<p>The Bidder should have minimum 08 (Eight) full time qualified CA 's as Partners out of which at least 2 (Two) should have at least 10 years' experience (Experience of both past and present firm will be considered while calculating the experience of Partner).</p> <p>Minimum marks for the criteria will be 10 For each additional partner, 1 additional mark will be awarded subject to maximum of 15 marks.</p>	15	<p>List of the partners along with the resume giving the brief details of relevant experience and the membership number.</p> <p>Experience of Partner other than the present firm shall be indicated separately.</p>
5	<p>Minimum 05 (Five) paid qualified CA's (other than partners) shall be on pay roll of the CA/ LLP Firm presently.</p> <p>Minimum marks for the criteria will be 05. For each additional paid qualified Chartered Accountant, one additional mark will be awarded subject to maximum of 15 marks.</p>	15	<p>List of paid qualified CAs' must be provided with other Bid document.</p>
6	<p>The Bidder should have minimum 02 (Two) C.A.'s (either partner or employee) have DISHA or IFRS Certificate from ICAI.</p> <p>Minimum marks for the criteria will be 02. For each additional partner, 1 additional mark will be awarded subject to maximum of 05 marks.</p>	05	<p>Self Deceleration of Applicant Firm on will be provided with other Bid Documents.</p>
7	<p>The CA Firm/bidder should have minimum average turnover of Rs.500 lakhs during last three financial years i.e. 2019-2020, 2020-2021 and 2021-2022.</p> <p>Minimum marks for the criteria will be 8. For each additional Rs.1 (one) crore turnover, one (01) additional mark will be awarded subject to maximum of 10 marks. Turnover for this</p>	10	<p>Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return</p>

	purpose is rounded off to nearest crore for ease of marking.		
8	The firm should have minimum 5(Five) nos. of Audit Experience in SAP based accounting system.	05	Self-Undertaking of CA Firm with detail of Client and period when audit was done provided with tender document
	Total Marks	100	
	Other criteria's		
1	The Bidder should have registered office or Branch office in Mumbai as well as in Delhi/NCR.		Proper documentary evidence
2	Details of Professionals/Auditors to be engaged for audit work		Name, qualification and details of assignments / experience etc.

Note: -

- 1) The eligibility based on which the audit firm initially qualifies is required to be maintained by the firm throughout the contract period, failing which the contract can be terminated.
- 2) The Bidder (in Technical Criteria) will be selected as the Technically Qualified Bidder as LCS method.
- 3) Technical bid of only those bidders will be evaluated whose Eligibility Criteria Documents are found in order.
- 4) During evaluation of the bids, AAI may at its discretion ask the bidders for clarification of their bids, if required.
- 5) Documentary evidence needs to be submitted duly self-attested by the bidder for each of the eligibility criteria.
- 6) Self-declaration needs to be signed by authorized signatory(s).

2. Estimated Cost

- i. The estimated cost of work is Rs. 53,81,000/- excluding GST for a period of 24 months which is payable on actual basis.
- ii. The records required for the verification of revenue shall be intimated to JVC (MIAL) in advance so that the same are made available.

Professionals/Auditors requirement

S. NO.	Descriptions	No. of Professionals / Auditors	Nos. of days of audit in a month*	Total nos. of days for two year's period
1	Principal Auditor (Firm authorized Partner)	01	04	96
2	Qualified C.A. (C.A. employees)	01	10	240
3	Semi Qualified C.A.	01	10	240
	Total	03	-	-

* Successful bidder has to depute said manpower for nos. of days mentioned in above table in a month to complete the audit work in schedule time and any other assignment given by AAI.

*During the entire period of contract, if it is required to change the professionals due to administrative reasons, then the firm is bound to revise the same as decided by officer-In-Charge (OIC) without any claim during currency of contract.

Volume-II Financial Bid

Price Bids shall be opened only for technically qualified bidders.

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

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

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

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

As mentioned earlier in scope of work, it is proposed to engage auditor for a period of two years commencing from 1st April 2023 to 31st March 2025 for revenue audit. The period of engagement is extendable upto one year, on the same terms and conditions including the price.

The extension of engagement of auditor depend upon the satisfactory performance of auditor and at the discretion of the management of AAI. Further, in case of non-satisfactory performance during the currency of contract, the contract may be terminated by AAI Management by giving notice to Independent Revenue Auditor and SD fully or proportionately, as the case may be, will be forfeited. The payment of respective quarter for revenue audit shall be on actual basis.

2. PAYMENT TERMS

- i. Payment of Professional Fee to be equally borne by AAI and JVC (MIAL) shall be made every quarter for the proportionate amount of Annual Professional Fee on submission of the certified audit report, i.e. the firm shall raise separate bills on quarterly basis to AAI and the JVC (MIAL) @ 50% of the proportionate fee amount plus Goods and Service Tax thereon.
- ii. Payment will be made on quarterly basis subject to recoveries towards statutory deductions.
- iii. The payment will be made by electronic transfer only.

3. OTHERS

- i. The records required for the verification of MIAL's revenue shall be intimated to JVC (MIAL) in advance so that the same are made available.
- ii. MIAL will provide various accounts statements and other data including copy of agreements with concessionaire/lessees, to Independent Auditor at the end of each month, so the auditor may reconcile the data in SAP with their source of generation on monthly basis. MIAL will also provide access of SAP accounting system and other systems being used for accounting purpose, to Independent Auditor for verifications of revenue items.
- iii. JVC(MIAL) will provide all relevant data and Quarterly signed Financials to Independent Auditor within 10 days from the date of approval of their Board so that auditor will able to submit their draft audit report to MIAL within next 10 days.
- iv. To avoid delay in submission of the quarterly report, the JVC (MIAL) shall reply to the comments of the Independent Auditor within 10 days of receipt of the draft report from Independent Auditor.

- v. After incorporating comments of MIAL, Independent Auditor alongwith draft audit report, shall give a presentation to AAI in the o/o ED-JVC within one month from the date of handing over of records Board Meeting held in MIAL towards approval of Quarterly Financials.
- vi. After presentation, auditor will prepare final quarterly audit report by incorporating comments of MIAL on draft report as well as inputs given by AAI. Duly digitally signed audit report will be submitted by Independent Auditor within 07(seven) working days of date of presentation made to AAI.
- vii. **The report should include area of concern** with reference to revenue audit.
- viii. The firm / bidder has to provide any other information pertaining to audit as requested by AAI from time to time without charging any additional Professional Fee.
- ix. The Auditor has to submit certified Quarterly Audit Report in triplicate to Executive Director (Fin.) JVC, Airports Authority of India, 1st Floor, C Block, Rajiv Gandhi Bhavan, within the prescribed time.

4. PENALTY

Delay in submission of report by the auditor would attract penalty of 1% of the contract amount of that quarter.

5. SECURITY DEPOSIT

The Successful bidder shall be required to pay the 10% of the contract value towards security deposit which can be adjusted against EMD or can be deducted by AAI from the payment to be made. The SD amount so recovered or deposited will be released after 6 months from the successful completion of the contract.

6. Earnest Money Deposit (EMD)

EMD value of Rs. 1,07,620/- shall be accepted only through online.

Note :EMD in the form of Cash/Demand Draft or any other form shall not be accepted. Vendors shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of EMD via Bank Transfer during the process of tender. In no scenario the vendors are required to submit / contact any AAI employees for physical submission of any documents before opening of the bids.

EMD of the bidder/s shall be forfeited under following conditions:

- a) If an Applicant withdraws its Tender during the period of its validity as specified in this Tender and as extended by the Applicant from time to time;
- b) If the Applicant withdraws its Tender (offer) during the interval between the Tender Due Date and expiration of the Tender Validity Period;

- c) If the successful Applicant fails to accept the Letter of Acceptance in writing within the time specified in this document or any extension thereof granted by AAI;
- d) If the successful bidder fails to sign the agreement or fails to furnish the required Performance Security within the time specified in this document or any extension there-of granted by AAI;
- e) If the Applicant imposes any condition after the Tender due date affecting the original Tender;
- f) If the bid submitted is found to have been tampered with;
- g) If any information furnished by the bidder in the tender document found to be false, fabricated or forged.

7. REFUND OF EMD

The refund of EMD to tenderers who fail to qualify in the eligibility / technical criteria, shall be initiated online. For all tenderers who qualify and their financial bids are opened, their EMD of all such tenderers, except L-1, shall be refunded to their source account.

8. SUBMISSION OF TENDER

COVER-I: TECHNICAL BID

The following documents shall be submitted online:

Sr. No.	Particulars
(i)	Scanned Certified copy of CA Partnership Firm Registration /LLP with Institute of Chartered Accountants of India.
(ii)	Scanned copy of the resume of the partners giving the brief details of relevant experience with membership no.
(iii)	List of qualified CA which are on the payroll of firm on the date of apply of tender to fulfill the eligibility criteria no. 5
(iv)	Scanned copy of Proof of execution of services / other credentials (e.g. appointment letter, certificate of completion indicating services provided etc.) and Audited P&L of the client as per eligibility criteria no. 3
(v)	Scanned copy of Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement/Assessment Order (if any) for the respective years are to be submitted.
(vi)	Self-Declaration on Company letter Head with detail of client and period of work to proof the experience of working in SAP as per eligibility criteria

	no. 8
(vii)	Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Company's Letter Head. [Format-I (A)]
(viii)	Scanned copy of Firm/LLP Registration No., PAN, TAN, GST No. and TDS-GST Registration No. of the Firm/LLP.
(ix)	Scanned copy of filed a) Letter of Submission (Format-I). b) Unconditional Acceptance of AAI's tender conditions (Format-II). c) Technical Bid (Format-III).
(x)	Scanned copy of documentary proof of payment towards Tender Processing Fees / MSME Certificate.
(xi)	Scanned Copy of proof of earnest money deposit (EMD) / MSME Certificate.
(xii)	Scanned copy of entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.
(xiii)	Self-declaration that the firm has not been awarded any Audit Work with Adani and GVK Group Company at present or during the last three years so as not to have any conflict of interest.
(xiv)	Scanned copy of Power of Attorney in the name of the person signing on behalf of the Auditor

COVER-II : Financial Bid

- (i) The bidders shall upload the price bid in the form of BOQ.xls provided in CPP Portal.
- (ii) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- (iii) The prices quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account.

Tender, in which any of the particulars and prescribed information is missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be

considered non responsive and are liable to be rejected

9. EVALUATION PROCESS:

For evaluation purpose the uploaded offer documents will be treated as authentic and final. The price bid submitted through e-tender mode only will be taken up for the purpose for evaluation. No hard copy shall be submitted for reference purpose.

Price shall be quoted for two year's audit work.

10. OPENING OF TENDER

AAI shall open bids as per Critical Date Sheet of this bid document.

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

AAI reserves the right to call for any other details or information from any of the bidder(s).

11. SELECTION CRITERIA

Firm will be selected through **Limited Bid** by adopting Least Cost System (LCS) methodology. Proposals of bidders will be evaluated as per eligibility criteria.

Evaluation of technical proposals will be as follow:

Bid Evaluation and LCS Selection Criteria (Methodology):

- a) All calculations will be up to 2 places of decimal. The individual score in the quality parameter and the final score will be calculated up to two places of decimal.
- b) Bidders who score 75% or more in technical evaluation shall be technically qualified. Financial bid of bidders who score 75% and above shall only be opened and work shall be awarded to the bidder with lowest financial quote.
- c) In case, after technical evaluation, there is only one bidder who scores 75% or above, then, qualifying benchmark score shall be relaxed to 70% and bidders with minimum score of 70% and above shall be considered as qualified for opening of financial bid including the originally qualified bidder with score of 75% and above.
- d) In case, after technical evaluation, if no bidder scores minimum of 75% and above, then the qualifying marks shall be reduced to 70% and shall be considered for opening of financial bid subject to minimum two qualified bidders.
- e) In the absence of two qualified bidders the tender shall be cancelled and recalled.
- f) In case after technical evaluation, none of the bidder score minimum 70%, then tender shall be cancelled and recalled.

12. Rejection of offer/Cancellation of contract

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

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

- i) Bidder requiring any clarification to the tender documents may submit their clarification, if any through provision of CPPs e-procurement portal at <https://etenders.gov.in/eprocure/app>.
- ii) Request for clarification received from bidders shall be responded by AAI till the schedule dates. Replies to clarifications will be uploaded through CPPs e-procurement portal. The bidders are advised to visit <https://etenders.gov.in/eprocure/app> regularly.
- iii) Clarifications and other documents, if and when issued by AAI shall be in relation to the tender and hence shall be treated as their extension.
- iv) AAI makes no representation or warranty as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.
- v) In order to provide reasonable time to bidders to take the amendments into account for preparing their bids, AAI may in its discretion extend the deadline for the submission of bids suitably.

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

At any time prior to scheduled date of submission of bids, AAI if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender. It may issue addendum /corrigendum to the tender. Any such addendum/corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum/corrigendum will be notified through CPPs e-procurement portal at <https://etenders.gov.in/eprocure/app>.

3. REJECTION OF BID

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

4. WORK NOT TO BE LET OUT

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

5. **CONFIDENTIALITY CLAUSE**

Any and all information in written, electronic media or oral form and disclosed to the 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 Airports Authority of India without assigning any reason, whatsoever, at any time during the contract period by giving 30 days' notice.

7. **SETTLEMENT OF DISPUTES**

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the AAI management subject to a written appeal by the 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. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
9. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
10. Bidder shall have proper infrastructure including lap- top, internet connection, stationery, etc. to carry out the work when they are required to work in JVC MIAL premises. JVC shall be providing only necessary furniture and electric connection to the Auditor when they are required to work in JVC MIAL's premises.
11. The soft copies of the data/information pertaining to conducting audit as well as the print outs of the data/information provided during the audit 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.
12. All the above terms & conditions, scope of work and guidelines as mentioned in **Section-I to Section-IV** shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

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

Date:

To

The General Manager (JVC)
Airports Authority of India,
Room no 270, 2nd Floor,
C Block, Rajiv Gandhi Bhawan,
New Delhi-110003

Sir,

Sub: **Appointment of Independent Auditor for verification of Revenue of Mumbai International Airport Ltd. (MIAL) for Financial Year 2023-24 & 2024-25.**

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

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

Sr. No.	Particulars	Page no. of scanned documents
(i)	Scanned Certified copy of CA Partnership Firm Registration /LLP with Institute of Chartered Accountants of India.	
(ii)	Scanned copy of the resume of the partners giving the brief details of relevant experience with membership no.	
(iii)	List of qualified CA which are on the payroll of firm on the date of apply of tender to fulfill the eligibility criteria no. 5	
(iv)	Scanned copy of Proof of execution of services / other credentials (e.g. appointment letter, certificate of completion indicating services provided etc.) and Audited P&L of the client as per eligibility criteria no. 3	

(v)	Scanned copy of Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement/Assessment Order (if any) for the respective years are to be submitted.	
(vi)	Self-Declaration on Company letter Head with detail of client and period of work to prove the experience of working in SAP as per eligibility criteria no. 8	
(vii)	Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Company's Letter Head. [Format-I (A)]	
(viii)	Scanned copy of Firm/LLP Registration No., PAN, TAN, GST No. and TDS-GST Registration No. of the Firm/LLP.	
(ix)	Scanned copy of filed a) Letter of Submission (Format-I). b) Unconditional Acceptance of AAI's tender conditions (Format-II). c) Technical Bid (Format-III).	
(x)	Scanned copy of documentary proof of payment towards Tender Processing Fees / MSME Certificate.	
(xi)	Scanned Copy of proof of earnest money deposit (EMD) / MSME Certificate.	
(xii)	Scanned copy of entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.	
(xiii)	Self-declaration that the firm has not been awarded any Audit Work with Adani and GVK Group Company at present or during the last three years so as not to have any conflict of interest.	
(xiv)	Scanned copy of Power of Attorney in the name of the person signing on behalf of the Auditor.	

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

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

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

Signature of the bidder or Authorized Signatory : _____

Name of the bidder : _____

Company Seal : _____

UNDERTAKING REGARDING DEBARMENT/BLACKLISTING/RESTRAINTMENT

(On the Letter-head of the Bidder)

Name of Work:

(Tender ID No./ Bid No.....)

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 MoCA/DOE/MoF/ Central/State Govt. Depts./PSUs/World Bank/ADB/DGFT etc. and the debarment/ blacklisting/ restraintment is not in force as on last date of opening of tender (Envelope-I, normally called as technical bid).
- (i) 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 MoCA/DOE/MoF/ Central/State Govt. Depts./PSUs/World Bank/ADB/DGFT etc. and the debarment/ blacklisting/ restraintment is not in force as on last date of opening of tender (Envelope-I, normally called as technical bid).
- (ii) Our firm understands that if our firm either debarred before the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) or debarred before the date of contract by AAI/ MoCA/ DoE (Debarment applicable for all Ministries/ Departments), our bid is liable to be rejected at that stage.
- (ii) 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/ restraintment, termination of the contract etc. as deemed fit.
- (iii) Our firm or its partners or its Directors have not been Debarred/blacklisted by CBI or AAI or Undertakings/Departments like Railway, Defence, or any other Department of Govt, of India, State Govt. Deptt. or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund etc.

Date:

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

Place:

UNCONDITIONAL ACCEPTANCE LETTER
(ON THE LETTER HEAD OF THE BIDDER)

To,
General Manager (JVC),
Joint Venture Monitoring Cell,
Room No. 270, C Block,
Airports Authority of India,
Rajiv Gandhi Bhawan,
Safdarjung Airport,
New Delhi-110003

Sir,

ACCEPTANCE OF AAI'S TENDER CONDITIONS

1. The bid documents for the work “**Appointment of Independent Auditor for verification of Revenue of Mumbai International Airport Ltd. (MIAL) for Financial Year 2023-24 & 2024-25.**” have been issued 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 bid documents 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 tender conditions of AAI's bid documents in its entirety for the above work.
3. The contents of the Bid Documents have been noted wherein it is clarified and it is accepted that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remark(s)/conditions(s) (except unconditional rebate on quoted rates if any) in/ along with the Bid Document and the same has been followed in the present case. In case, this provisions of the bid if found violated after opening of bid, I/We agree that the bid shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to suspend the agency for one year and shall not be eligible to bid AAI tenders from date of issue of suspension order.
4. **'That, 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'.**

Yours Sincerely,

Date:

(Signature of the bidder)

TECHNICAL BID

1	Name of the Firm / LLP						
2	Complete Postal Address:						
3	<u>Contact Information</u> a) Office Phone Number: b) Residence Phone Number: c) Mobile Number: d) Fax: e) E-Mail: f) Name & Designation of Contact Persons						
4	Year of Establishment: (enclose the copy of the registration certificate)						
5	Details of Partners with professional qualifications & experiences:						
6	<u>Details of Registration</u> a) Firm/LLP Registration Number & Date: b) Income Tax PAN & TAN: c) GST Registration No.: d) TDS-GST Registration No.: Others, if any: (Enclose the scanned copy of proof of certificates)						
7	Details of experience: (should be supported with copy of work order/agreement)	Sl. No	Year for which appointed	Name of the PSU/Unit	Gross turnover of the PSU/Unit	Nature of Assignment	Date of completion of assignment*

*Completion certificate to be enclosed.

8	Turnover of Chartered Accountant Firm (Year wise)	S. No.	Financial Year	Annual Turnover (Rs. in crores)
		1.	2019-2020	
		2.	2020-2021	
		3.	2021-2022	
			Average (Rs. in crores)	
9	Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Company's Letter Head. [Format-I (A)]	Yes/No.		
10	Detail of Tender Processing Fee :	Yes/No.		
11	Details of EMD :	Yes/No.		
12	Unconditional Acceptance : (Format-II)	Yes/No.		
13	Bank Account Particulars Name of the A/c holder : Complete Bank Account No. : Account type (SB/ CA) : Name of the Bank : Branch & Address : Branch contact phone Nos. : IFSC code (11 digit) :			
I / we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details.				
Name, seal & signature of the Authorized signatory				

FINANCIAL BID (Sample Format)
(To be submitted in CPP portal)
ITEM RATE BOQ
(For reference only)

Name of Work: Appointment of Independent Auditor for verification of Revenue of Mumbai International Airport Ltd. (MIAL) for Financial Year 2023-24 & 2024-25.						
Sl. No.	Item Description	Quantity	Units	BASIC RATE (Including GST) in Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT (Including GST) in Rs. P	TOTAL AMOUNT In Words
1	Appointment of Independent Auditor for verification of Revenue of Mumbai International Airport Ltd. (MIAL) for Financial Year 2023-24 & 2024-25.	1.00	Job		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only					

Instruction to fill Financial bid (a) Price shall be quoted in INR only in CPP portal. (b) Price shall be as per the guidelines of CPP Portal. (c) Prices are to be mentioned strictly as per the format. (d) Prices shall be inclusive of all taxes & duties but including GST. GST on the value of services rendered to AAI, shall be reimbursed against proof of payment in form of GST Challan otherwise, AAI shall calculate the GST on the value of services rendered in AAI.
