



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5043557
Dated/दिनांक : 12-06-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	03-07-2024 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-07-2024 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Civil Aviation
Department Name/विभाग का नाम	Airports Authority Of India (aai)
Organisation Name/संगठन का नाम	Airports Authority Of India
Office Name/कार्यालय का नाम	North East Region
Item Category/मद केटेगरी	Financial Advisory Services - Offsite; TDS Return filing and annual return
Contract Period/अनुबंध अवधि	2 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	2 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
ITC available to buyer/क्रेता के लिए उपलब्ध आईटीसी	Yes
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	65000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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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. 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.
3. 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.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

BOQ - [1718194466.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

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

Scope of work to be uploaded by buyer:[1718194627.pdf](#)

Financial Advisory Services - Offsite; TDS Return Filing And Annual Return (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Offsite
Category of financial advisory service	TDS Return filing and annual return
Sub-category of Financial Advisory Services	Filing TDS , Filing Income Tax Returns , Support for Tax Assessment
Financial Advisory Reports	Yes
Frequency of Progress Report	Quarterly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Chartered accountant
Total Experience of Professionals / Resources (In years)	more than 2 years
Addon(s)/एडऑन	
Post Financial Advisory Support	NA

Input Tax Credit(ITC)/इनपुट कर क्रेडिट(आईटीसी) and/ तथा Reverse Charge(RCM)/रिवर्स प्रभार (आरसीएम) Details

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

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Kallol Dhar	788109,O/o Airport Director Airports Authority of India Silchar Airport	1	N/A

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

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

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

15. 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.

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.

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

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

---Thank You/धन्यवाद---



NOTICE INVITING TENDER (NIT) DOCUMENT

Title: "Filing of Quarterly e-TDS return for Two (02) financial year 2024-2025 & 2025-2026 (Assessment Year 2025-26 & 2026-27) in respect of AAI, Silchar Airport"

Ref.No: AAI/SIL/Fin-TDS/2024-25/

GeM ID: (to be filled by the bidder)

SECTION – I

INSTRUCTIONS TO BIDDERS

1. INSTRUCTIONS:-

The Bidder shall submit their application/Tender only in GeM Portal. Bidders are advised to follow the instruction provided in the NIT Documents for online submission of Bids. Bidders are required to upload the scanned documents only.

Uploading of application in location other than specified above shall not be considered.

2. Eligibility Criteria:

The Bidder should fulfill all the following parameters for evaluation of Technical Bid: -

- i. The Bidder should be a CA Registered firm/Company empanelled with C &AG and registered in India having minimum experience of 02(**Two**) years.
- ii. The Bidder should have average Annual Gross receipts / turnover (total consultancy fee, filing fee etc. charged in the process of usual business) of Rs. 10 lakhs in the last 3 (Three) completed financial years i.e.2020-21, 2021-22 and 2022-23.
- iii. The Bidder should have undertaken similar work i.e. Filing of E_TDS Return assignments of at least Two Central /State PSU / Listed Public Limited Company/Private Limited/Unlisted Public Company/Govt. Agency of at least one year in the last 03 financial years i.e. F.Y. 2020-21, 2021-22 and 2022-23.

3. Evaluation criteria: -

Evaluation will be done only for the bidders satisfying all the parameters of eligibility criteria. The Bidders/Applicants should fulfill the following Evaluation criteria: -

Sl. No	Evaluation Criteria	Documents to be submitted
1	<u>Legal Status of The Bidder</u> The Bidder should be a CA firm/Company empanelled with CAG and registered in India having experience of 02 (Two) years.	Self-Certified copy of Registration issued by Institute of Chartered Accountants/ Cost Accountants of India.
2	<u>Financial Capacity</u> The Bidder should have average annual gross receipts / Turnover (total consultancy fee, filing fee etc charged in the process of usual business) of Rs. 10 lakhs in the last 3 (Three) completed financial years i.e. 2020-21, 2021-22 and 2022-23.	Audited financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified by the member of CA Firm.
3	<u>Work Experience</u> The Bidder should have undertaken similar work i.e. Filing of E_TDS Return assignments of at least Two Central /State PSU / Listed Public Limited Company/Private Limited/Unlisted Public Company of at least one year in the last 3 financial years i.e. F.Y. 2020-21, 2021-22 and 2022-23.	Self attested copy of Work order and experience certificate in support of work experience.
4	<u>Document required.</u>	Self attested copy of PAN & GST Registration Certificate of the agency.

SECTION – II

Scope of Work

1. Consultancy Service:-

- a) To examine any order /Notices/communication received from Income Tax Authorities or similar authorities and advice for further course of action.
- b) Assisting in drafting the reply to be submitted for various notices/summons received from Income Tax Authority/similar authorities.
- c) Highlight areas of potential non-compliances for immediate regulation.

2. Filing of E TDS Return

- a) Filing of quarterly e-TDS returns (Form 24Q for approx. 35 * 3 employees per Quarter, 26Q for approx. 20 * 3 parties per quarter, 27EQ approx. 3 * 3 customers per quarter and 27Q as per requirement and the Annual Return including generation of TDS Certificates (Form 16/16A) from Traces and other allied works. AAI shall provide required quarterly TDS data (24Q, 26Q, 27Q and 27EQ) in excel format, as per format given by the Agency for uploading purpose. After uploading, copy of the Acknowledgement(s) of TDS return filed shall be provided by the agency to AAI.
- b) Before uploading the data, the same shall require to be reviewed for correctness / mismatch of data/PAN, if any mismatch, agency shall contact concerned AAI official immediately.
- c) Agency shall provide soft copy of Quarterly TDS return / consolidated file (Annual Return) downloaded from Traces. (F o r 24Q, 26Q, 27Q and 27EQ)
- d) In case of any discrepancy or mismatch are arise, agency has to file revised return for that particular quarter/annual return. However, for that no extra charges shall be paid by AAI except actual uploading and NSDL charges.
- e) After filing of E-TDS return, if any Default Notice is received from Income Tax Authority, the responsibility for resolving the issue will be rest with the Agency within one (1) month or any specific time line given by the Tax Authority, whichever is earlier.

SECTION - II

OTHER TERMS & CONDITIONS OF THE CONTRACT

1. PAYMENT TERMS :-

- a) No Advance shall be paid by AAI.
- b) All payment shall be subject to recoveries towards statutory deductions.
- c) The payment will be made by electronic transfer only.
- d) The payment shall be released at the end of each quarter on submission tax invoice/original invoice and satisfactory performance of the work. The agency has to submit ECS/Bank mandate form dully certified by the bank official along with the copy of front page of Bank Pass book or cancelled cheque with the bill.
- e) AAI shall release the payment within 15 days after receipt of original invoice along with requisite documents and the payment will be released from AAI, Silchar Airport.
- f) In addition to quarterly uploading fees, NSDL charges shall be reimburse extra on submission of original receipt.

2. Penalty clause: AAI shall submit the required data in excel format as per requirement for uploading purpose to the Agency, at least 05 days before the date of filling of quarterly E-TDS return. In case of any delayed in filing of e-TDS returns by the agency and penalty if any, levied by Income Tax Deptt. shall be borne by the Agency. No extra charges shall be paid by AAI for the same.

Demand Notice from Tax Authority: After filing of E-TDS return, if there is any, Default Notice is received from Income Tax Authority, the responsibility for resolving the issue will rest with the Agency within one (1) month or any specific time given by the Tax Authority, whichever is earlier.

3. Other Terms & Conditions:-

- a) Agency shall keep update to AAI regarding time to time additions / alteration on latest Income Tax rules & regulations. Further, a detailed chart with last date for filing of quarterly E-TDS return etc, shall be provided by the Agency, well in advance.
- b) Bidders shall submit the Tender which shall satisfy conditions laid down in this NIT failing which the Tender will be liable to be rejected. Also, if the credentials submitted by the firm are found to be incorrect or have some discrepancies shall disqualify the firm, then AAI shall take action to debar the Firm for minimum 3 years to participate in Tender in AAI.
- c) No subletting of the contract shall be permitted.
- d) The contract can be terminated by AAI giving one month notice without assigning any reason thereof.
- e) The contract shall be extendable for a further period of one year as mutually agreed on terms and conditions of this NIT. Further, AAI shall have the right to reduce the period of contract as per requirement without assigning any reason to the Agency.
- f) The successful bidder will have to execute an agreement on Non-Judicial stamp paper of Rs.100/- within 10 days of acceptance of work order. Specimen copy may be collected from the Airports Authority of India, Silchar Airport on any working day.

g) Effect and Legal Jurisdiction:

- i) The contract shall be considered as having come into force from the date of issue of letter of award of the contract by AAI.
- ii) The law applicable to this contract shall be the law enforced in India. The courts of Silchar shall have exclusive jurisdiction in all matters arising out of this contract.

SECTION – IV

UNCONDITIONAL ACCEPTANCE LETTER

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

ACCEPTANCE LETTER

To,
The Asstt. GM (Finance),
O/O the Airport Director,
Airports Authority of India
Silchar Airport, Kumbirgram
Assam-788109.

Sub: **Acceptance of Terms & Conditions of NIT**

Name of Work: - **“Filing of Quarterly e-TDS return for the Financial Year 2024-25 & 2025-26 (Assessment Year 2025-26 & 2026-27) in respect of AAI, Silchar Airport”**

Sir,

1. I / we hereby certify that I / we have read the entire terms and conditions of the Tender document made available to me / us in the office of the Airports Authority of India, Silchar Airport, Assam-788109, 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 NIT conditions of AAI’s Tender document in its entirety for the above works.
3. It is clarified that after unconditionally accepting the Tender conditions in its entirety, it is not permissible to put any remarks. In case any provisions of this Tender are found violated, I / we agree that the Tender shall be rejected and AAI shall without prejudice to any other rights or remedy be at liberty to forfeit the full said earnest money absolutely.
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 of AAI.

Date: _____

Yours Faithfully,

(Signature of the Bidder)
With Seal/Stamp

Address:

Bill of Quantity

Bid No.- (To be filled by the bidder)

Name of the work: - Filing of Quarterly e-TDS return for the Financial Year 2024-25 & 2025-26 (Assessment Year 2025-26 & 2026-27) in respect of AAI, Silchar Airport

S.No	Job description	Rate per quarter in Rs.	Total Quarter	Total Amount in Rs.(including GST)
01	Filing of Quarterly E-TDS Return Form 24Q for employees per quarter and Annual Return including generation of TDS Certificates from traces Form 16.		8	
02	Filing of Quarterly E-TDS Return Form 26Q for Contractors including generation of TDS Certificates (Form 16A) from traces.		8	
03	Filing of Quarterly E-TDS Return Form 27EQ for Car parking including generation of TCS Certificates from traces Form 16A.		8	
04	Filing of revise/correction return for 24Q		7	
05	Filing of revise/correction return for 26Q		7	
06	Filing of revise/correction return for 27EQ		7	
	Total (including GST)			

NOTE: NSDL Uploading fee will be reimbursed as per actual on submission of acknowledgement receipt.

Name of firm/Company

Authorised Signatory with seal