



AIRPORTS AUTHORITY OF INDIA
भारतीय विमानपत्तन प्राधिकरण
DIMAPUR AIRPORT
दीमापुर विमान क्षेत्र

NOTICE INVITING QUOTATION

Ref. No. AAI/DIMA/Finance/Tax-Quotation/

Dated: 04.09.2020

Sealed quotation are invited by the Airport Director, Airports Authority of India (AAI), Dimapur Airport, Dimapur - 797115 on behalf of Chairman, Airports Authority of India, New Delhi 110003, from the reputed agencies for the work of "Filling of Quarterly e-TDS return (Form 24Q for approx. 60X3 employees per quarter, 26Q for approx. 25X3 parties per quarter, 27EQ for 2X3 parties per quarter and the Annual Return including generation of TDS certificates from Traces and other allied works) in r/o Airport Director, Airports Authority of India, Dimapur Airport, Dimapur - 797115 for the 2nd, 3rd and 4th quarter of Financial Year 2020-2021 & 1st, 2nd, 3rd and 4th Quarter of Financial Year 2021-22 (Assessment Year 2021-22 & 2022-23)".

1. **Last date of receipt of Quotation: 19.09.2020 up to 15.00 IST.**
2. **Date & time of opening of Quotation: 19.09.2020 at 15.30 IST.**
3. PAN is mandatory. (Self-attested copy is to be attached)
4. Eligibility: Party must have executed similar Job in the last Seven years ending on 31.07.2020 for any one of the following quantum of the completed work(s): ONE order with value of not less than Rs. 67,200.00 or TWO orders with value not less than Rs. 42,000.00 or THREE orders with value not less than Rs. 33,600.00 respectively.
5. Only one Quotation will be accepted from single party/Agency.
6. AAI reserves the right to change the quotation opening date totally at its discretion.
7. AAI reserves the right to reject any or all the quotation(s) without assigning any reason thereof and to call for any other detail or information from any of the bidder.
8. Late receiving / incomplete quotation will not be entertained.
9. Quotation may be sent to this Office by hand/by post in time.
10. AAI shall not be responsible for delay / Loss of quotation.
11. Penalty clause: In case of delay in filling of e-TDS returns, penalty if any, levied by Income Tax Dept. will be borne by the Agency.
12. Demand Notice from Tax Authority: - If the demand notice is aroused due to mismatch of challan/any error; the responsibility of rectification will rest with the agency only without levy of any charges by the agency on AAI.
13. Quotation should be submitted in two bid system.
 - i) The first envelope marked as **Envelope-I "Technical Bid"** should contain: -
 - a) Self-attested copy of PAN.
 - b) Self-attested copy of Agencies registration certificate. (Chartered Accountant Firm / Financial Consultants)



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- c) Self-attested copy of work order and corresponding successful completion certificate from the client.
 - d) Unconditional acceptance of AAI terms and condition duly signed and sealed as per format enclosed.
 - e) Letter from bidder for participation duly signed and stamped.
 - f) Self-attested copy of GST Registration.
 - g) GST undertaking as per format enclosed.
 - h) Bank Mandate as per format enclosed.
 - ii) The second envelope should be marked as **Envelope-II super scribed "Financial Bid"** containing financial bid as per Annexure 'A'.
 - iii) **Both the envelopes should be kept in Master Envelope which should be super scribed with Quotation for "Filling of Quarterly e-TDS return for the financial years 2020-2021 & 2021-22 (Assessment Year 2021-22 & 2022-23)"** and addressed to the **Airport Director, Airports Authority of India, Dimapur Airport, Dimapur - 797115**. Interested bidder or their authorized representative may attend at the time of opening of the Quotation.
14. The Qualified parties in Technical Bid will be allowed to participate in financial bid.
15. The successful bidder will have to execute an agreement on Non-Judicial stamp paper of Rs. 100/- within 07 days of acceptance of work order. Specimen Copy may be collected from the O/o The APD, Dimapur Airport, Dimapur - 797115 on any working day.
16. No advance payment will be made by the Airports Authority of India, Dimapur Airport, Dimapur.
17. The payment will be released as per satisfactory performance of the work. Bill/Tax invoice is to be submitted by the party. Payment will be made to the Agencies'/Firm's Bank Account for which duly filled RTGS form/Bank details duly certified by the banker must be submitted along with the bill.

Sd/ -
Asstt. General Manager (Finance)
for Airport Director,
Dimapur Airport,
Dimapur - 797115



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ANNEXURE 'A'

To
The Airport Director,
Airports Authority of India,
Dimapur Airport,
Dimapur - 797115

Sub: Quotation for filling of e-TDS return (Q2, Q3 and Q4) for the F.Y. **2020-21** and (Q1, Q2, Q3 & Q4) for **FY 2021-22** including Annual Return for **FY 2020-21 & 2021-2022 (Assessment Year 2021-2022 & 2022-23)**.

Job description	Rate per quarter(excluding GST) in Rs.	Total Rate for 7 qtrs in Rs.
“Filling of Quarterly e-TDS return (Form 24Q for approx. 60X3 employees per quarter, 26Q for approx.25X3 parties, 27EQ for 2X3 parties per quarter and the Annual Return including generation of TDS certificates from Traces and other allied works) in r/o Airport Director, Airports Authority of India, Dimapur Airport, Dimapur -797115 for the 2nd, 3rd and 4th quarter of Financial Year 2020-2021 & 1st, 2nd, 3rd and 4th Quarter of Financial Year 2021-22 (Assessment Year 2021-22 & 2022-23)”.		
Form 24Q		
Form 26Q		
Form 27EQ		
Total		

Rupees in words:

(.....)

N.B. Payment of GST and Uploading Charges shall be extra as per actual.

Date:
Place:

Signature with Seal

Name of Party:
Address:



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Unconditional acceptance of AAI terms and condition

To
The Airport Director,
Airports Authority of India,
Dimapur Airport,
Dimapur - 797115

UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF QUOTATION, NON-PAYMENT OF BRIBE, NON-PARTICIPATION OF NEAR RELATIVES AND NON-BLACKLISTING/ DEBARRING OF FIRM

Name of Work: “Filling of Quarterly e-TDS return (Form 24Q for approx. 60X3 employees per quarter, 26Q for approx. 25X3 parties per quarter, 27EQ for 2X3 parties per quarter and the Annual Return including generation of TDS certificates from Traces and other allied works) in r/o Airport Director, Airports Authority of India, Dimapur Airport, Dimapur -797115 for the 2nd, 3rd and 4th quarter of Financial Year 2020-2021 & 1st, 2nd, 3rd and 4th Quarter of Financial Year 2021-22 (Assessment Year 2021-22 & 2022-23)”..

Sir,

I/we hereby certify that I/we have read the entire terms and conditions of the quotation documents which shall form part of the contract agreement and I/we shall abide by the conditions/causes contained therein. I/we hereby unconditionally accept the quotation conditions of AAI's quotation documents in its entirety for the above work.

It is clarified that after unconditionally accepting the quotation conditions in its entirety, it is not permissible to put any additional remark(s)/condition(s) (Except unconditional rebate on quoted rates if any) in the quotation document and the same has been followed in the present case. In case, this provisions of the quotation if found violated after opening of quotation, I/we agree that the quotation shall be rejected.

That I/we declare that I/we have been 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.

I/We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work and that no employee of AAI is a Director/Proprietor/Partner or holding any other post in my/our Firm/Company. I/We further undertake to intimate the names of persons, if any who are working with me/us in any capacity or are subsequently employed by me/us and who are near relatives to any officer in AAI.

I/We do hereby declare and state that our Firm/ company have not been blacklisted / debarred by CBI/CVC/AAI/BCAS or any other Department of Govt. Of India/State Govt. and have no outstanding dues payable to the AAI.

I/We do further declare and state that all the above information given by me/us is true to the best of my/our knowledge and in case if it is found to be false/incorrect, we would be solely responsible and AAI shall have the absolute right to take any action as deemed fit/without any prior intimation to me/us.

Date:

Signature of Bidder / Authorized Signatory
(With Company Seal & Date)



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GST UNDERTAKING

To
The Airport Director,
Airports Authority of India,
Dimapur Airport,
Dimapur - 797115

Sub:-Undertaking of GST Registration

1. I / We /Proprietor/ Partner(s)/ Director(s) of M/s -----, hereby Declare that I /We have registered under GST and Compliant of GST provisions.
2. In case of noncompliance of GST provisions and blockage of any input credit, the bidder shall be responsible to indemnify AAI.
3. Service provided by us will attract GST@.....% under HSN/SAC code () in addition to the price quoted in financial bid.
4. All input credits have been passed on to AAI by me/us.

Signature:

Name:

Name & address of the firm:

.....

Seal of the firm:

Dated:.....



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BANK MANDATE FORM (e-Payment)

To
The Airport Director,
Airports Authority of India,
Dimapur Airport,
Dimapur - 797115

Subject: Request for E-Payment.

Sir,

The following particulars are given below for effecting E-Payment in respect of our claim / bill.

Name of the Company :-
Address :
Bank Account Number :
Bank Name :
Branch Address :
Branch Code :
IFSC Code of the Bank :
Permanent Account Number :
GST No. of the Agency :

Thanking You,

Declaration: I hereby declare that the above information is true.

Enclosure: Cancelled Cheque /First Page of Bank Pass Book.

Date:

**Signature of Bidder / Authorized Signatory
(With Company Seal & Date)**